



**REQUEST FOR PROPOSAL (RFP)
FOR
ENGINEERING DESIGN SERVICES
FOR THE
SAN QUENTIN PUMP STATION RECONSTRUCTION PROJECT**

October 16, 2017

Introduction

The City of San Rafael (City) hereby requests proposals from qualified consultants for the design and preparation of construction contract documents, for the San Quentin Pump Station Reconstruction Project. It is the intent of the City to hire a qualified consultant who can provide project management, preliminary design, environmental documentation, permitting assistance, final design services and construction design support services. The final product sought is construction contract documents including plans, specifications and cost estimates ready for bid.

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in the section entitled “Scope of Work” of this notice. In addition, all interested firms shall have sufficient, readily available resources, in the form of trained personnel, support services, specialized consultants and financial resources, to carry out the work without delay or shortcomings.

The pump station is located off of Francisco Boulevard East, behind the Target department store at 125 Shoreline Parkway. Should consultants wish to review site conditions, it is recommended that you park your vehicle at the Target store and use the multi-use pathway on top of the levee as shown on the enclosed map.

Background

The San Quentin Pump Station was originally constructed in 1971. The existing discharge pipe is a combination of 60” diameter RCP and CMP, and includes a 1,000 foot run from the station to the San Rafael Bay. Sections of the discharge pipe have failed under the immense pressure inside the pipe. The intent of this project is to construct a new pump station as close to the Bay as reasonably possible to meet current drainage demand and reduce maintenance by City forces. The discharge pipe as it passes under the levee from the marshland to the Bay, approximately the last 40 feet of the pipe will not be replaced. The City does not anticipate any work inside the Bay itself.

Anticipated Schedule

- | | |
|---------------------------------|--|
| ○ Advertise RFP | October 16, 2017 |
| ○ Pre-Bid Meeting | None for this project |
| ○ Proposals due to Public Works | See the “Proposal” section of this RFP |
| ○ Consultant Interviews | T.B.D. |

Scope of Services

The City is seeking consulting services for the following tasks:

Task 1: Project Management and Coordination

1. The consultant shall be responsible for providing all contract management and quality control services throughout the duration of the project. The consultant shall deliver a high quality product within budget and on schedule.
2. The consultant shall meet periodically with the City to discuss the project, present design options, review alternatives, etc. For cost estimation, a total of six meetings may be assumed. These six meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP.
3. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Project Schedule and updates
- Meeting agendas and minutes for all design and coordination meetings

Task 2: Design

1. The consultant shall provide City staff with draft letters for the City to use in coordinating with all utility companies to obtain existing utility record plans, as-builts, schematics, etc. The existing utility information shall be shown on the final design plans.
2. The consultant shall coordinate with pertinent regulatory agencies, stakeholders, material and equipment suppliers, etc.
3. The consultant shall coordinate appropriate public outreach as directed by the City. For cost estimation, a total of three meetings may be assumed to meet with property owners, and potentially the City Council.
4. The consultant shall conduct all field, topographic and control surveys, prepare all geotechnical studies and reports, and complete all design calculations. The consultant shall include in the Proposal the costs associated with obtaining a title report for all adjacent properties, and include survey by a licensed surveyor of all property lines and easements. All topographic survey, property lines, and easements shall be mapped and accurately provided in AutoCAD format for use during design.
5. The consultant shall produce 35% conceptual plans as well as 65%, 95%, and 100% PS&E submittal packages for City review.
6. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be plotted electronically to PDF in 22"x34" size, and shall be signed by the engineer in responsible charge licensed in the State of California, and ready for reproduction.

7. The plans shall be drawn using AutoCAD 2014, or a more recent version.
8. Specifications shall be written in the format of the Caltrans standard specifications. The City will provide boiler plate information. Specifications shall not be written in CSI format.
9. The schedule of items shall address all items of work as specifically as possible and shall indicate as precisely as possible the quantities.

Deliverables:

- Utility coordination letters
- 35% conceptual drawings, 65%, 95%, and 100% PS&E submittals in electronic (PDF, AutoCAD, Word and Excel) format
- A letter report summarizing review comments and the resolution of the review comments
- Final bid documents in electronic format

Task 3: Environmental Compliance and Permitting

1. The consultant shall be aware that the project area sits atop a former landfill.
2. The consultant shall be responsible for preparing, submitting and obtaining all required permits and environmental review documentation required by State, local, and jurisdictional agencies needed to ensure this project is cleared for construction.
3. The consultant shall coordinate with the Federated Indians of Graton Rancheria regarding the potential for cultural resources.
4. The consultant shall prepare appropriate California Environmental Quality Act (CEQA) documents and any associated technical studies required to clear the project for construction.
5. The consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction.
6. All environmental documents shall be prepared in preliminary and final draft stages for City review, and shall incorporate any comments made during the preliminary document review.
7. For the purposes of providing a scope of services and consultant fee for this task, the following environmental documents, studies, permits, agreements, and activities should be anticipated:
 - Department of Fish and Wildlife
 - RWQCB Clean Water Act Section 401 Water Quality Certification
 - US Army Corps of Engineers CWA Nationwide Permit
 - San Francisco BCDC Permit
 - Attendance and presentation at a Marin Project Coordination (MPC) meeting (https://www.marincounty.org/~media/files/departments/pw/mcstoppp/creeks/mc_flyer.pdf)

Deliverables:

- Preliminary and final permit applications for submittal by the City
- Preliminary and final CEQA documentation for submittal by the City
- Attendance and presentation at one MPC meeting

Task 4: Final Bid Phase and Bid Phase Support

1. The consultant shall attend the pre-bid meeting (if deemed necessary by the City) and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required.
2. The consultant shall review construction bids received and make a recommendation to the City for award of construction contract.

Deliverables:

- Prepare contract addenda, if required, for distribution by the City, including answers to bidder's questions
- Prepare recommendation to the City for the award of the construction contract

Task 5: Construction Support Services

1. The consultant shall attend regularly scheduled construction meetings, including the pre-construction meeting, to respond to questions concerning the plans, specifications and estimates. For cost estimation, a total of 10 meetings may be assumed. These meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP.
2. The consultant shall be available to be called to the site in response to questions arising from the progress of the work.
3. The consultant shall review all material submittals and shop drawings as required by the Special Provisions. For cost estimation, a review of up to 25 submittals may be assumed.
4. The consultant shall respond to Request for Information (RFIs) from the contractor when called for by the City and prepare modifications or revisions that are related to the project's original scope and character. For cost estimation, a review of up to 20 RFIs may be assumed.

The City shall not be billed for nor shall they pay for any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents due to negligence or lack of attention to detail stemming from poor design or field work.

5. The consultant shall assist the City in preparation of contract change orders, if necessary.
6. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items in need of work.
7. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer. Submittal of record drawings shall be on 22"x34" PDFs.

Deliverables:

- Attend up to 10 meetings during construction, which includes the pre-con meeting with contractor
- Response to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions that are related to the project original scope and character
- Review contract change orders
- Meeting agendas and minutes

City Responsibility

The City shall provide the following:

1. All construction inspection work and contract administration.
2. Any City-owned utility underground maps and any existing information in the possession of the City necessary to complete the design.
3. Aerial photography.
4. Answering non-technical questions during advertisement period of this RFP. Clarification offered by the City to one consultant shall be distributed to all known participants at the City's discretion.
5. Reviewing all consultants' deliverables and providing comments in a timely manner.
6. City can provide IDF curves for 100 year storm runoff if necessary.

Payment and Cost Estimate

The method of payment to the successful proposer shall be on a time and materials basis with a maximum "not to exceed" fee, as set by the proposer in his/her Proposal, as being the maximum cost to perform all work. This figure shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited to, transportation, communications, subsistence, materials, and any subcontracted items of work to obtain environmental clearance, approved regulatory permits, contract documents, and construction support. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis. The maximum "not to exceed" cost shall be submitted with the Proposal **in a separate, sealed envelope**.

Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date, and amount remaining.

Proposal

The Proposal shall be concise, well organized, and demonstrate an understanding of the Scope of Services as outlined in this RFP. Proposals shall be limited to no more than thirty-five (35) one-sided pages (8½"x11", or 11"x17" for fold-out drawings), inclusive of resumes, graphics, pictures, photographs, dividers, front and back covers, cover letter, etc. Proposal submittals shall consist of three (3) bound sets and one (1) PDF on flash drive; no emailed or faxed Proposals will be accepted.

Proposals shall be evaluated based on the Evaluation Criteria section of this RFP.

At a minimum, Proposals shall include:

1. Proposals must be received no later than **2:00 PM, local time, on November 08, 2017**, at the Department of Public Works. Address to:

City of San Rafael
Public Works Department
111 Morphew Street
San Rafael, CA 94901
Attn: Cindy Ray

2. Proposals shall be submitted in sealed packages and clearly marked with the name of the consultant and "San Quentin Pump Station Reconstruction Project."
3. Cover letter signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the Proposal team. The cover letter must state that the sample Professional Services Agreement is acceptable as-is.
4. Project understanding outlining the consultant's basic understanding of the project and identifying key issues to be addressed during the project and any insights.
5. A detailed project approach and level of effort, in accordance with the section entitled "Scope of Work" of this RFP.
6. A project schedule including at minimum, those tasks outlined in the section entitled "Scope of Work" of this notice.
7. A statement of Qualification (SOQ) that includes:
 - a. The proposer's experience and history in performing this type of work, particularly those projects that have been successfully carried through construction.
 - b. References of persons, firms, or agencies that the City may contact to verify the experience of the proposer; include phone numbers.
 - c. An organization chart setting forth the project manager and the staff
 - d. Experience for each individual expected to perform responsible portions of the work. Do not submit resumes for individuals who do not have a high probability of actually leading or working on the project.
 - e. Experience for each sub-consultant.

The consultant shall be aware of the following:

- Proposals and/or modifications to Proposals received after the hour and date specified in this RFP will be rejected and returned unopened to the proposer.
- All Proposals shall be submitted according to the specifications set forth in the RFP. Failure to adhere to these specifications may be cause for rejection.
- Once submitted, Proposals, including the composition of the consulting staff, shall not be changed without prior written consent.

- All requests for clarification for this RFP must be made in writing at least 96 hours prior to the due date as set forth in this RFP. Consultants shall contact Cindy Ray at cindy.ray@cityofsanrafael.org

The City will only respond to written questions from consultants. The City cannot respond to verbal questions submitted by telephone or in person. All addenda will be posted on the City's Web site. By submitting a Proposal, the proposer affirms that they are aware of any addenda and have prepared their Proposal accordingly. No allowances will be made for a proposer's failure to inform themselves of addenda content. A link to the addenda may be accessed at <https://www.cityofsanrafael.org/infrastructure-projects/>

The City reserves the right to revise the RFP prior to the indicated due date. The City may consider extending the due date for RFP due to significant revisions to Scope of Services.

Evaluation Criteria

A review and selection committee, made up of City staff and other professionals, will evaluate the consultants based on the Proposals and, if necessary, an oral interview to determine which consultant is best qualified to perform the work for this project. The committee will then determine a ranking of the consultants at which time negotiations may begin with the most qualified consultant and only their cost Proposal will be opened. The consultant fee will be evaluated to determine if the amount of the fee is considered a reasonable cost for the work outlined in the Proposal. If the top ranked consultant has submitted a reasonable fee, the committee will make a recommendation to the Public Works Director that negotiations be opened to ensure that the top ranked consultant has a full understanding of the expectations of the City, that the scope reflects all tasks anticipated and that the fee reflects completion of the project to the satisfaction of the City. In the event that the City and the top ranked consultant are unable to come to an agreement as to scope and fee, the City reserves the right to close negotiations with the top ranked consultant and open negotiations with the second-ranked consultant. Once an agreement is reached involving the scope and fee, the Public Works Director will make a recommendation to the City Council to award the project to the selected consultant and to authorize the Public Works Director to enter into an agreement with that consultant. If the City Council is in agreement with the recommendation, City staff will proceed with the completion of the agreement and prepare the contract for execution.

Ranking of the Proposals will be based on the following point system (100 points maximum):

1. Inclusion of all required items and completeness of the Proposal (5 points)
2. Understanding of the work to be done (25 points)
3. Previous experience of similar projects completed on time and within budget (20 points)
4. Qualified and experienced personnel in the project team (15 points)
5. Capability of developing innovative or advanced techniques (10 points)
6. Familiarity with state and federal procedures (10 points)
7. Commitment to adhering to the project schedule and budget (5 points)
8. Clear description of the tasks and demonstrated technical ability (10 points)

The City will notify each consultant regarding the outcome of the Proposal selection process.

The City may reject any or all of the Proposals if it deems such action are in the public interest.

Special Conditions

- Professional Services Agreement
The consultant selected to provide the scope of services shall use the City of San Rafael's standard Professional Services Agreement. A copy of the template of this agreement is attached to this RFP. Submittal of a Proposal is acceptance of the Professional Services Agreement. Contractually required insurance coverage and endorsement information is shown in the body of the document.
- Reservations
This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.
- RFP as a Public Record
All Proposals submitted in response to this RFP become the property of the City and thus become public records and, as such, may be subject to public review.
- Right to Cancel
The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements.
- Additional Information
The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.
- Public Information
Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

Attachments

1. City of San Rafael *Professional Services Agreement* Template (subject to change by the City Attorney's office if necessary)
2. Aerial images showing the pump station location
3. Photos

Thank you for your interest in contracting opportunities with the City of San Rafael.

Sincerely,

Cindy Ray
Project Manager



Figure 1 Address of Pump Station



Figure 2 Power Pole is labeled 957. Consultant to verify



Figure 3 Pump Station is to be relocated then demolished



Figure 4 Road from Existing Pump station to the bay behind Target Dept. Store. Path of underground pipes is under this road (to the bay)



Figure 5 Drainage ditch from Hwy 101 feeding to pump station



Figure 6 Drainage ditch from Bay on backside of Target Dept. Store



Figure 7 Outfall in the bay. This area is easily accessible by parking in the Target Parking lot and walking along the pathway between the Target Store and the bay.

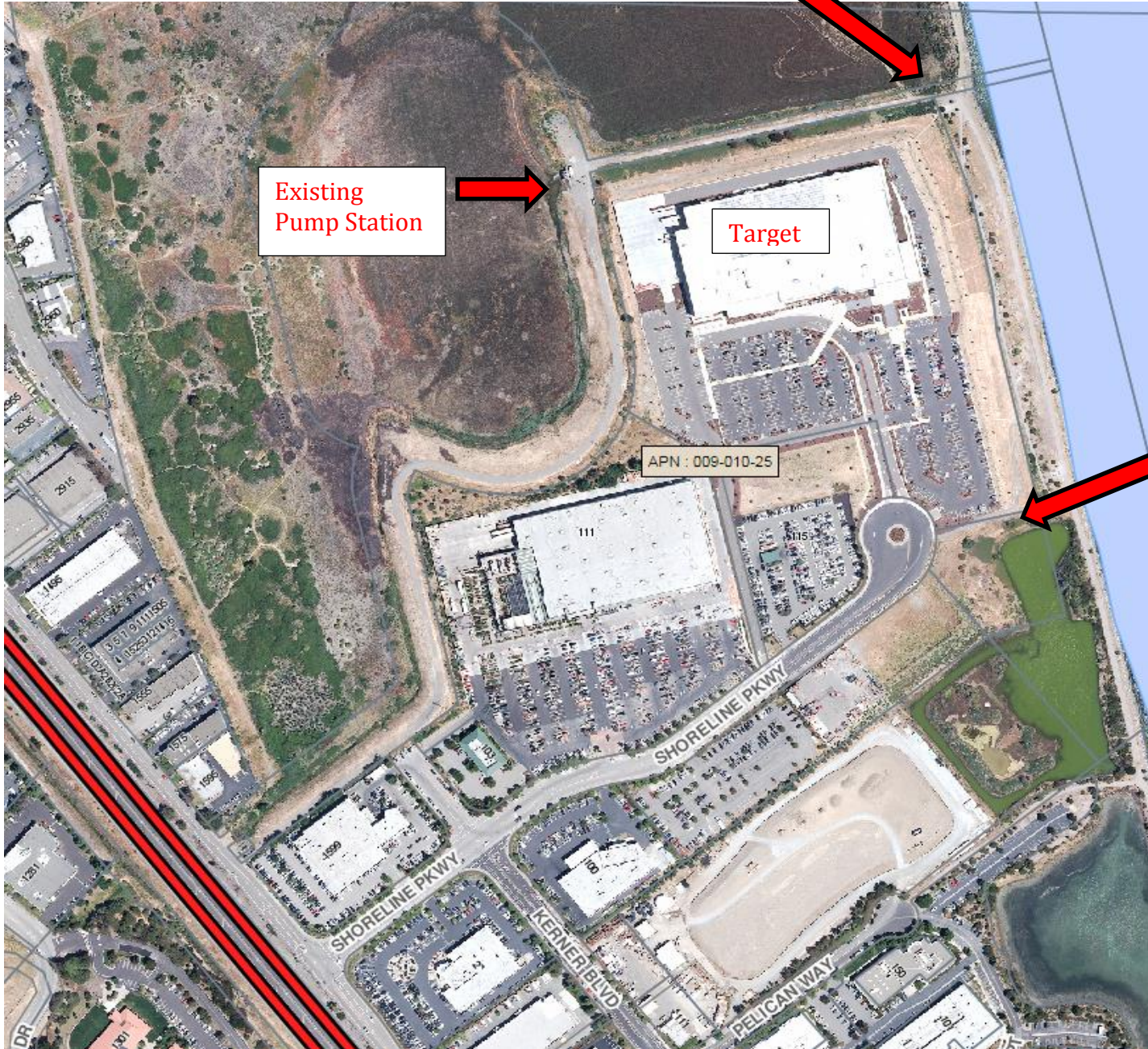
Location of New Pump Station

Existing Pump Station

Target

APN : 009-010-25

Multi-use path entrance to access



Concrete vault. New pump station discharge point to connect to this vault. No work will be done in the Bay

Location of New Pump Station

APN : 009-010

Target

Existing Pump Station

