



**Request for Proposals (RFP)
For
Engineering Design Services
For The
76 D Street Slipout Repair
FEMA No. MRSRC06**

October 27, 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 project entitled 76 D Street Slipout Repair. 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. This project may require the expertise of a multi-disciplined team consisting of structural, geotechnical, civil, environmental, and other required disciplines to complete the full range of required services. The City intends to seek reimbursement from the Federal High Way Administration (FHWA), and all federal reimbursement guidelines shall be followed throughout this project to ensure proper documentation for the reimbursement of funds.

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.

Interested consultants are invited to submit proposals in accordance with the requirements of this Request for Proposals (RFP). The proposals shall be submitted to the City of San Rafael Department of Public Works as noted in the "Proposal Submittal" section in this RFP. Each proposer shall submit proposals in accordance with the section entitled "Proposal Requirements" of this RFP.

Background

During the winter months of 2017, the City of San Rafael experienced significant storm events resulting in several 'slipouts' (landslides) at various locations in the City, which resulted in damage to both the public right of way and private property. On February 14, 2017, the President of the United States declared a major disaster making federal disaster aid available to 34 counties in California, including Marin County.

City Staff seeks to hire a consultant with experience in landslide restoration and structural design to restore the public roadway and public property at 76 D Street.

Scope of Work

The City is seeking consulting services to provide construction contract documents including plans, specifications, and cost estimates at a 35%, 95%, and 100% level. NEPA environmental clearance assistance for the project as well as construction support will be required.

Consultant Responsibility

The consultant(s) chosen for this project shall be responsible for the following tasks:

Task 1: Project Management and Coordination

- A. 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.
- B. The consultant shall meet periodically with the City to discuss the project, present design options, review alternatives, etc. For cost estimation, a total of four meetings may be assumed.
- C. The consultant shall provide weekly schedule updates (Microsoft Project or similar format).

Deliverables:

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

Task 2: Preliminary Studies and Research

- A. The consultant shall coordinate 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.
- B. The City has a topographic survey of the project area collected by a licensed land surveyor registered in the State of California for use in developing the design improvements. Should additional survey work become necessary, the consultant shall review this request with the City, and the City can obtain additional topographic survey.
- C. The City's on-call geotechnical engineering firm has conducted soil sampling and is in the process of developing a geotechnical report. The consultant shall incorporate these findings and/or factors into the design.

Deliverables:

- Utility Coordination Letters

Task 3: Design

- A. The consultant shall conduct a preliminary assessment to analyze project areas for potential issues such as right-of-way constraints, environmental issues, accessibility issues, and drainage.
- B. The consultant shall coordinate with pertinent regulatory agencies, stakeholders, material and equipment suppliers, etc.
- C. The consultant shall produce two Design Alternatives at the 35% percent level drawings and 35% order-of-magnitude cost estimates for the City's review.
- D. The consultant shall produce 35% drawings, 95%, and 100% PS&E submittal packages for review.
- E. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be PDF (22"x34" size), signed by the engineer in responsible charge licensed in the State of California, and ready for reproduction.

- F. The consultant should anticipate two meetings with the neighbors and public for budgeting purposes.
- G. The plans shall be drawn using AutoCAD 2014, or in a form acceptable to the City.
- H. Specifications shall be written in the format of the 2015 Caltrans standard specifications. The City will provide boiler plate information. Specifications shall not be written in CSI format.
- I. The schedule of items shall address all items of work as specifically as possible and shall indicate as precisely as possible the quantities.

Deliverables:

- 35% Drawings showing two alternate design approaches with order-of-magnitude cost estimates for both design options
- 95% and 100% PS&E submittals in both paper and electronic (AutoCAD, Word and Excel) format
- A letter report summarizing review comments and the resolution of the review comments
- Final bid documents in both paper and electronic format

Task 4: Environmental Compliance/Permitting

- A. The consultant shall prepare appropriate National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA) documents.
- B. The City anticipates this project will receive a Categorical Exemption from FEMA.
- C. The consultant shall prepare all necessary applications for obtaining regulatory permits, if required.
- D. The consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction.
- E. 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.
- F. All environmental documents must be in a form acceptable to Caltrans and the Local Assistance engineer for approval.

Deliverables:

- Preliminary and final NEPA/CEQA documentation for submittal by the City.
- Regulatory applications and exhibits for submittal by the City (if deemed necessary).
- Schedule of permits and environmental documentation (if deemed necessary).

Task 5: Construction Support Services (The City may choose to defer the award of this task until after the design is complete.)

- A. The consultant shall attend the pre-construction meeting.
- B. The consultant shall review submittals and shop drawings, as required in the project Special Provisions.
- C. The consultant shall review and respond to any Requests for Information (RFI) from the contractor.
- D. The consultant shall review and provide recommendations regarding any change order proposals and request for additional payment related to design changes.
- E. The consultant shall assume for estimating purposes attending four construction meetings either on site or at Public Works offices.
- F. The consultant shall perform a field review of the project and prepare a substantial completion punch list with assistance from the City.

Deliverables:

- Pre-construction meeting agenda and minutes
- Prepare contract addenda, if required, for distribution by the City, including answers to bidder's questions
- Response to RFIs, change order requests, etc.
- Punch list

City Responsibility

The City shall provide the following:

- A. All construction inspection work and contract administration.
- B. Any utility underground maps and any existing information in the possession of the City necessary to complete the design, including topographic survey, soils reports, etc.

Project Schedule

The City would like to construct the improvements during summer 2018. As such, the final design of the project must be completed by April 2018, if possible.

Method of Payment

The method of payment to the successful proposer shall be on a time and materials basis (i.e., Specific Rates of Compensation) 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 NEPA and CEQA environmental clearance, prepare preliminary and final design, and deliver 100% Plans, Specifications, and Estimate (PS&E) in conjunction with all required permits for construction. 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 Requirements

The consultant shall submit proposals in accordance with the following requirements:

Three (3) bound sets containing 8½"x11" sheet sizes for the text and 11"x17" sheet sizes for any fold-out drawings and one (1) electronic PDF copy of the proposal on a flash drive (No emailed or faxed proposals will be accepted). At a minimum, the proposal shall include:

1. Cover letter signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the proposal team. Cover letter must indicate that the City's standard agreement form is acceptable to the consultant. Submittal of a proposal is acceptance of the City's standard Professional Services Agreement (PSA). The City reserves the right to modify the PSA at its sole discretion, if necessary. The consultant may not propose changes to the PSA, including changes to the insurance requirements.

2. The proposal shall be concise, well organized, and demonstrate an understanding of the Scope of Services. The proposal shall be limited to twenty (20) one-sided pages (8 ½ x11 inches), inclusive of resumes, graphics, forms, pictures, photographs, dividers, front and back covers, cover letter, etc. Type size and margins for text pages should be in accordance with accepted standard formats for word processing. The proposal shall limit the number of resumes to relevant staff and highlight major items of work.
3. Project understanding outlining the consultant's basic understanding of the project and identifying key issues to be addressed during the project and any insights.
4. A detailed project approach and level of effort, in accordance with the section entitled "Scope of Work" of this notice.
5. A project schedule including at minimum, those tasks outlined in the section entitled "Scope of Work" of this notice.
6. 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.
 - c. An organization chart setting forth the project manager, design team, and all sub-consultants.
 - d. Staffing Plan
 - e. Staff Resumes
 - f. Key Personnel and classifications (key members identified in this proposal shall not change in the executed contract)
 - g. Experience for each individual expected to perform responsible portions of the work.
 - h. 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.
- Federal documentation may be issued to conform with FHWA and Caltrans regulations and should be incorporated in the proposal.

Proposal Submittal

All proposals shall be received by the City no later than November 30, 2017 at 2:00 PM at the following address:

Kevin McGowan
Department of Public Works
City of San Rafael
111 Morphew Street
San Rafael, CA 94901

Pre-Submittal Activities

- All questions relating to the RFP shall be presented in writing (email) at least 96 hours prior to the date and time submittals are due to shawn.graf@cityofsanrafael.org.
- 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.

Consultant Nominating and Selection Process

- A Consultant Selection Committee may be established for this project. Each member of the committee will evaluate each submitted Proposal.
- Based on qualifications provided in Proposals, the committee will rank the consultants. The top-ranked firm will be the selected firm.
- The Committee, or representative, may enter into negotiations with the selected firm. The negotiations will cover: Scope of Work, contract terms and conditions, and profit. If the Committee is unable to reach an acceptable agreement with the selected firm, the negotiations will be terminated and negotiations with another firm will be initiated.
- After negotiating a proposed agreement that is fair and reasonable, the Public Works Director will recommend to the City Council the approval of the agreement. Final authority to approve the agreement rests with the City Council.

Evaluation Criteria

- Ranking of the proposals will be based on the following point system (100 points maximum):
- Inclusion of all required items and completeness of the proposal (5 points)
- Understanding of the work to be done (25 points)
- Previous experience of similar projects completed on time and within budget (20 points)
- Qualified and experienced personnel in the project team (15 points)
- Capability of developing innovative or advanced techniques (10 points)
- Familiarity with state and federal procedures (10 points)
- Commitment to adhering to the project schedule and budget (5 points)
- 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 is in the public interest.

Tentative Consultant Selection Schedule

Request for Proposals sent to consultants.....October 27, 2017
Responses from interested firms due at Department of Public Works 2:00 PM, November 30, 2017
Consultant Interviews (if necessary) T.B.D.

Special Conditions

- 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.

- Financial Management and Accounting System Requirements

No consultant contract will be awarded to a consulting firm who does not possess an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

- 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.

- Contract for Professional Services

The selected consultant will be required to sign the Professional Services Agreement, Attachment 1, and all other required certifications and documentation within fifteen (15) working days of the City Council awarding the contract.

- Conflict of Interest

The City has established a policy concerning potential conflict of interest in program management, design, and construction. This policy applies to all proposers and their proposed consultants/sub-consultants. See the sample Professional Services Agreement for additional information.

- Insurance Requirements

The City requires consultants doing business with it to obtain insurance, as described in the Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided with the executed Professional Services Agreement.

City Contact

Inquiries and/or responses may be directed to:

Shawn Graf
Junior Engineer, City of San Rafael
111 Morpew Street
San Rafael, CA 94901
Email: shawn.graf@cityofsanrafael.org
Phone: (415) 458-5347

Clarification offered by the City to one consultant shall be distributed to all known participants at the City's discretion.

Standard Federal-Aid Consultant Agreement

The consultant selected to provide the scope of services shall use the City of San Rafael's standard professional services agreement for federal-aid projects. A copy of the template of this agreement is attached to this RFP. Contractually required insurance coverage and endorsement information is shown in the body of the document.

By submitting a proposal for the work, the consultant agrees to:

1. Utilize the attached agreement form for the contract (subject to change);
2. Sign Exhibit 10-F, "Certification of Consultant, Commissions & Fees" prior to entering into a

Attachments

1. Exhibit A, Improvement locations
2. City of San Rafael Professional Services Agreement Template (for informational purposes only and subject to change)

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

Very truly yours,



Kevin McGowan
Assistant Public Works Director/City Engineer

C: Shawn Graf, Junior Engineer