



**REQUEST FOR PROPOSAL (RFP)  
FOR  
2017/18 & 2018/19 City Sidewalk Repair Program**

*January 5, 2018*

**Introduction**

The City of San Rafael is seeking qualified contractors to participate in the City's [Sidewalk Repair Program](#). The City's program is set up to allow private property owners the ability to repair their sidewalks and seek reimbursement from the City. Under the new program, the City will reimburse property owners approved for the program for 50% of the cost of their sidewalk replacement (up to \$1,000 maximum reimbursement), and 100% of the cost of curb and gutter replacement (up to \$4,000 maximum reimbursement). The City is seeking to assist San Rafael property owners seeking to repair their sidewalks by securing square footage costs for sidewalks and linear foot costs for curb and gutter replacement. A secured price for each is requested for prevailing and non-prevailing wage rates and shall be in effect for two years.

As a part of this process, the City is assisting property owners by developing the following price lists from qualified contractors:

1. Square footage pricing for sidewalk replacement (prevailing wages)
2. Square footage pricing for sidewalk replacement (non-prevailing wages)
  
3. Linear footage pricing for curb and gutter replacement (prevailing wages)
4. Linear footage pricing for curb and gutter replacement (non-prevailing wages)

Property owners seeking partial reimbursement from the City must utilize a contractor, which adheres to [prevailing wage rates](#) for the work (per State of California Department of Industrial Relations requirements). If a property owner does not seek reimbursement from the City for replacing their sidewalk, public funds are not a part of the transaction and contractors are not required to utilize prevailing wage rates (e.g. property owners may make payment to the contractor for work performed under non-prevailing wage rates). It is important to note that in all cases contractors shall be in possession of a Class A license or a C-12 License. It is also the responsibility of the property owner to secure a contractor to perform any sidewalk repair.

In addition, any contractor performing the work shall obtain an encroachment permit from the Department of Public Works, located at 111 Morphew Street in San Rafael and comply with all aspects of said permit including but not limited to insurance requirements. A copy of the requirements for an Encroachment Permit are also attached for reference (Attachment B).

Property owners who are part of the Sidewalk Replacement Program may have the fee associated with the encroachment permit waived depending upon the complexity of the work.

Contractors performing sidewalk repairs and replacements on behalf of property owners who seek City reimbursement shall utilize prevailing wage rates in compliance with all State of California requirements.

**Background**

San Rafael has over 275 miles of sidewalk citywide. Many of the City’s sidewalks are in a state of disrepair due to age, poor construction quality, deferred maintenance, tree and vegetation root intrusion and many other issues.

The City addresses sidewalk maintenance and repairs in accordance with California Streets and Highways Code Section 5610 (“Section 5610”), which places the responsibility of sidewalk maintenance on the adjacent property owner. In the fall of 2017, the City also adopted an ordinance which clarifies that the responsibility to repair, in addition to the liability associated with failure to maintain, rests with the adjacent property owner. At the same time as the adoption of the ordinance, the City also proposed a cost-sharing program to assist property owners with the financial costs associated with the repair of their sidewalks. The City will share up to one-half the cost of sidewalk repairs up to a maximum of \$1,000, and will fully reimburse curb and gutter repairs up to \$4,000. Property owners will need to sign up for the program with the City and are approved only after an inspection is performed by City staff. All repairs to be reimbursed under the program must be performed utilizing prevailing wage rates. If a property owner is not seeking City reimbursement for any of their work, they are not required to participate in the program, and they may utilize a contractor of their choice to repair their sidewalk without utilizing prevailing wage rates.

The intent of this proposal is to secure set prices for the replacement of sidewalk and curb and gutters work. The City has a set amount of funding (\$150,000 for sidewalk replacement and \$75,000 for curb and gutter replacement) to support reimbursements for both sidewalk work as well as curb and gutter replacement. Once this funding is exhausted, no additional reimbursements will be made to residents until the next year’s program commences. However, property owners are free to perform repairs on their own if they are not seeking reimbursement.

If participation in the program is high enough to exhaust all available funding, it is anticipated that well over \$300,000 worth of sidewalk work would be performed in San Rafael as a part of this program. (\$150,000 supported by the City and the other 50% supported by the Property Owner)

Anticipated Schedule

<b>Issue Request for Proposal</b>	January 5, 2018
<b>Proposals due to Public Works</b>	<b>January 25, 2018</b>
<b>DPW receives Sidewalk Replacement Requests from the General Public</b>	March (Annually)
<b>DPW develops a list of repairs supported by the program and sends the property owner a confirmation letter listing contractor costs provided with this Proposal</b>	April (Annually)

Payment and Cost Estimate

The property owner shall be responsible for payment to the contractor for sidewalk and curb and gutter repair.

The City shall reimburse the property owner for 50% of the cost of sidewalk repair up to a maximum of \$1,000 and 100% of the cost of Curb and Gutter repair up to a maximum of \$4,000 as long as prevailing wages are utilized by the contractor.

The prices provided in this proposal to be utilized by private property owners as the cost to perform the work shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited

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to, transportation, communications, subsistence, excavation, disposal of materials, concrete placement and any work replace sidewalk and curb and gutter per city standards

Each invoice submitted to Property Owners for payment under the program shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date, and amount remaining. If requested by the City, the contractor performing the work as described herein shall provide a copy of all prevailing wage documentation for a specific site or multiple sites.

### Proposal

Please fill out the attached proposal form and return it you the Department of Public Works by February 15, 2018. By submitting a proposal for this work the contractor agrees to provide the services of replacing sidewalk and/or curb and gutter at the unit cost shown on in the proposal for a **two year period**.

The price stated on the proposal shall include all demolition, removal of the existing curb and gutter at an approved dump site, traffic control, root removal and replacement of curb and gutter in compliance with Marin County Uniform Construction Standards (UCS) and in compliance with the City Engineer recommendations.

The contractor shall be responsible for securing an encroachment permit form the Department of Public Works before scheduling the work. In addition, the contractor shall not place concrete until all forms have been checked by the Department of Public Works' representative.

### Selection Process:

Upon receipt of the proposal, the City of San Rafael will review the proposal for compliance with this request and develop a list of qualified contractors from lowest to highest based on the cost per cost per square foot of sidewalk (Prevailing Wage Rate). This list will be forwarded to property owners who wish to participate in the Sidewalk Repair Program (prevailing wage rate pricing) or perform sidewalk repairs independently of the program (non-prevailing wage rate pricing).

It is the responsibility of the property owner to contact a contractor on the list provided by the City. Submittal of a proposal does not guarantee any contractor work associated with the program, but simply provides additional assistance to the residents who wish to repair their sidewalks.

### Attachments

Blank Proposal

Attachment A - Encroachment Permit Requirements

Attachment B – UCS Standards

Prevailing Wage Requirements – See State DIR website

([www.wdol/wdol/scafiles/davisbeacon/CA9.dvd?v=15](http://www.wdol/wdol/scafiles/davisbeacon/CA9.dvd?v=15))

Thank you for your assistance with helping San Rafael property owners repair their sidewalks and curb and gutters.

Very truly yours,

Kevin McGowan

Assistant Public Works Director/City Engineer

**City of San Rafael ♦ California  
Department of Public Works**

**PROPOSAL  
CITY SIDEWALK REPAIR PROGRAM**

**TO: The City Council of the City of San Rafael**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PREVAILING WAGE COSTS (\*)**

Item	Description	Unit of Measure	\$/Unit
1	Sidewalk Replacement	SF	
2	Curb & Gutter Replacement	LF	

\* By submitting a bid for prevailing wage work, the contractor agrees to comply with all state and federal wage requirements including but not limited to reporting.

**NON-PREVAILING WAGE COSTS**

Item	Description	Unit of Measure	\$/Unit
1	Sidewalk Replacement	SF	
2	Curb & Gutter Replacement	LF	

By submitting a bid for the above the undersigned agrees to maintain the above noted prices until December 2019.

Signature: \_\_\_\_\_

State License Type: \_\_\_\_\_ License No. \_\_\_\_\_  
"A or C-12"