



**REQUEST FOR QUALIFICATIONS (RFQ) FOR
COVID-19 THIRD-PARTY JOBSITE SAFETY
ACCOUNTABILITY SUPERVISOR (JSAS)
FOR THE FRANCISCO BOULEVARD EAST SIDEWALK PROJECT
May 29, 2020**

Introduction

Pursuant to County of Marin Coronavirus Health Order of May 4, 2020, the City of San Rafael (City) hereby requests Statements of Qualifications (Statements) from qualified Consultants for providing COVID-19 Third-party Jobsite Accountability Supervisor (JSAS) services for the Federally funded Francisco Boulevard East Sidewalk Project. Statements 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 JSAS Consultant shall be able to provide/meet the following minimum requirements and qualifications, pursuant to Large Construction Project Safety Protocol (LCP Protocol), Appendix B-2 of the County of Marin Health Order of May 4, 2020:

1. OSHA-30 Certificate.
2. First-Aid Training within the past two-years.
3. Trained in the protocols within the Marin Coronavirus County Health Order of May 4, 2020, and any subsequent germane Coronavirus Large Construction Projects Health Orders by County of Marin Health.
4. Ability to conduct onsite visual inspections and random interviews with workers pursuant to the LCP Protocol.

Background

The City has secured federal funds to expand the Francisco Boulevard East sidewalk to 8-foot-wide from Vivian Street to Grand Avenue. The City anticipates construction beginning June 2020 with a 200-working day contract. The contract work will be done at night.

On May 4, 2020 the County of Marin Health Department issued a third Order as part of the COVID-19 Pandemic. Included in this order include an LCP Protocol in Appendix B-2 of the Order (attached). This requires LCP to hire a Third-Party Jobsite Accountability Supervisor (JSAS).

Anticipated Schedule

- Statements due to Public Works See Item 1 under “Statement Requirements”
- Consultant Interviews (Microsoft Teams Meeting) Tuesday, June 16, 2020
- Consultant Selection Wednesday, June 17, 2020
- Award Contract To Be Determined
- Notice to Proceed To Be Determined- July 2020

Scope of Services

Task 1 – Jobsite Visual Inspections and Interviews

Verify compliance with LCP Protocol by conducting jobsite visits for visual inspections and random worker interviews. In completing this Task, the JSAS shall be expected of the following:

1. Provide a written assessment identifying any failure to comply with the LCP Protocol within seven calendar day of each jobsite visit/inspection. The written assessment must be copied, stored and be sent to a designated County official upon request.
2. Work directly with the Project-designated Safety Compliance Officer (SCO) to develop and implement a remediation plan in the event a JSAS discovers jobsite non-compliance with LCP Protocol.
3. Coordinate with SCO to prohibit continuation of any work activity not in compliance with rules stated within the LCP Protocol until addressed and the continuing work is compliant.
4. Provide a copy of the remediation plan to a designated County official within five calendar days of the JSAS's discovery of the Contractor's failure to comply with the LCP Protocol.

Statement Requirements

The Statement shall be concise, well organized, and demonstrate an understanding of the Scope of Services as outlined in this RFQ. Statements shall be limited to no more than six one-sided pages (8½"x11"), inclusive of graphics, photographs, dividers, front and back covers, cover letter, etc.

Statements shall be evaluated based on the Evaluation Criteria section of this RFQ.

At a minimum, Statements shall include:

1. Statements must be received via email no later than **2:00 PM, local time, on June 19, 2020**, at the Department of Public Works. Email Statements to davidn@cityofsanrafael.org
2. Statements shall be submitted to the email above and clearly titled in the Subject line with "COVID-19 JOBSITE SAFETY ACCOUNTABILITY SUPERVISOR STATEMENT OF QUALIFICATIONS."
3. Include a 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 (PSA) is acceptable as-is. Please do not submit a Statement and subsequently request changes to the PSA. (1 page)
4. Experience and Technical Competence (1-2 pages)– The Consultant shall describe his or her experience in completing similar consulting efforts, especially for Industrial Hygiene monitoring, inspections and report writing. List two projects in the for which your firm provided these services. Name of clients, project managers, telephone numbers, type of work performed, and the value of the consulting contracts shall be included. Projects currently being performed may be submitted for the City's review.
5. Project Organization and Key Personnel (1-2 pages)
 - a. Provide a Statement that includes a discussion of the Consultant's staffing plans and level of personnel to be involved, their qualification, experience, roles, and the name of the individual who will be in overall charge and responsibility for coordination with the City.

The Consultant shall be aware of the following:

- Statements and/or modifications to Statements received after the hour and date specified in this RFQ will be rejected and returned unopened to the proposer.
- All Statements shall be submitted according to the specifications set forth in the RFQ. Failure to adhere to these specifications may be cause for rejection.

- Once submitted, Statements, including the composition of the consulting staff, shall not be changed without prior written consent.
- All requests for clarification for this RFQ must be made in writing at least 96-hours prior to the due date as set forth in this RFQ. Consultants shall contact David Nicholson at the following email address: davidn@cityofsanrafael.org.
- The City will only respond to questions via email from Consultants. The deadline for question submittal is 96 hours before proposals are due. 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 Statement, the proposer affirms that they are aware of any addenda and have prepared their Statement 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 the following web address: <https://www.cityofsanrafael.org/projects-out-to-bid/>
- The City reserves the right to revise the RFQ prior to the indicated due date and will make every effort to publish any revisions in a timely manner. The City may consider extending the due date for RFQ due to significant revisions to Scope of Services.

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 of \$75,000, 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. Progress payments will be based on actual hours and contract hourly rates charged to the project monthly.

The selected prime Consultant shall submit a cost proposal. The cost proposal shall include the following:

- Show break-down by job classifications and types of costs and/or rates the direct labor cost;
- Itemize by items of work quantity, unit prices, and total price for each item listed under "other direct cost."

The cost proposal shall NOT be submitted with the Statement. Following the qualifications-based selection process, the City will request a cost proposal from the top ranked Consultant selected to enter negotiations. When requested, provide the cost proposal in a sealed envelope. Inclusion of the cost proposal in the Statement is grounds for rejection of the Statement.

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.

Technical Criteria

A ranking of the Statements will be weighted based on the following Technical Criteria point system (100 points maximum):

1. Understanding of the work to be done (20 points)
2. Experience with similar kinds of work (40 points)
3. Quality of staff for work to be done (20 points)
4. Familiarity with state and federal procedures (20 points)

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

The City may reject any or all Statements if it deems such action is in the public interest.

Consultant Nominating and Selection Process

1. A Consultant Selection Committee will be established for this project. Each member of the Committee will evaluate each submitted Statement.
2. Based on qualifications provided in Statements, the Committee will rank the Consultants. The top-ranked Firm will be selected.
3. The Committee, or representative, will enter negotiations with the selected Firm. The negotiations will cover the following: 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 the second-ranked firm will be initiated.
4. After negotiating a proposed agreement that is fair and reasonable, the Public Works Director will recommend approval of the agreement to the City Manager. Final authority to approve the agreement rests with the City Manager.

Special Conditions

- **Professional Services Agreement**
The Consultant selected shall use the City of San Rafael's standard Professional Services Agreement. A copy of the Agreement template is attached to this RFQ. **A Statement of acceptance of the Professional Services Agreement as-is shall be mandatory.** Contractually required insurance coverage and endorsement information is shown in the body of the document.
- **Reservations**
This RFQ does not commit the City to award a contract, to defray any costs incurred in the preparation of a Statement pursuant to this RFQ, or to procure or contract for work.
- **RFQ as a Public Record**
All Statements submitted in response to this RFQ 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 RFQ, 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 RFQ.
- **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.
- **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, 2 CFR Part 200, and 48 CFR Part 31. The contract associated with this agreement and supporting documents are subject to audit or review by Caltrans' Audits and Investigations or the federal government.

- Protest Procedures

This RFQ and contract is subject to the protest procedures and dispute resolution process per 2 CFR Part 200.318(k).

Attachments

For informational purposes only, the following is provided:

1. Appendix B-2 of the County of Marin Health Order, May 4, 2020.
2. City of San Rafael *Professional Services Agreement* Template (subject to change by the City Attorney's office, if necessary).

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

Respectfully,



David Nicholson, PE
Associate Civil Engineer