



MAYOR GARY O. PHILLIPS
VICE MAYOR KATE COLIN
COUNCILMEMBER MARIBETH BUSHEY
COUNCILMEMBER JOHN GAMBLIN
COUNCILMEMBER ANDREW CUYUGAN MCCULLOUGH

PUBLIC WORKS DEPARTMENT: (415)485-3355 FAX: (415)485-3334
Bill Guerin, Director of Public Works

REQUEST FOR PROPOSALS (RFP)
For
Engineering Design Services – Victor Jones Park Improvements Project
October 6, 2016

Introduction

The City of San Rafael's Public Works Department (City) hereby requests proposals from qualified consultants for the design of the project entitled Victor Jones Park Improvements Project. It is the intent of the City to hire a qualified consultant who can provide design services. The final product sought are construction plan sheets and Engineer's Estimate, both 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.

Interested consultants are invited to submit qualifications in accordance with the requirements of this Request for Proposals (RFP). **The proposals shall be submitted to the City of San Rafael Public Works Department, Attn: Stephanie Gindlesperger, 111 Morphew Street, San Rafael, California, 94901, no later than 2:00 PM on November 1, 2016.** Each proposer shall submit three (3) bound and one (1) electronic proposal in accordance with the section entitled "Proposal" of this notice.

Project Description

Victor Jones Park is a 6-acre park located between Maplewood Drive to the north and Robinhood Drive to the south in the City's Glenwood neighborhood. The park's current amenities include basketball courts, baseball field, play structure, picnic areas, restroom, and walking paths. The park's condition has deteriorated over the years and needs accessibility upgrades in compliance with the Americans with Disabilities Act (ADA).

A conceptual Master Plan for the renovation of the park was prepared by Donald L. Blayney and Associates in January 2009 and highlighted potential park improvements and presented a vision for the park without consideration for monetary costs. The preferred improvements include new fenced-in playground areas, a new ADA-compliant restroom, plaza area, shade structure, and bocce ball court. The preferred design alternative was approved by the Parks and Recreation Commission on September 15, 2016.

Improvements to Victor Jones Park were approved in the City's 2015/16 Capital Improvement Program (CIP), approved by City Council in 2015. The City has allocated \$460,000 towards these improvements, including design.

The work described in this RFP includes the design and preparation of construction plan sheets and Engineer's Estimate for the Victor Jones Improvement Project based on the preferred improvements determined during the needs assessment.

Scope of Work

The City is seeking consulting services to provide construction contract documents including plan sheets and cost estimates for the project as described above.

Consultant Responsibility

The consultant chosen for this project shall be responsible 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 three meetings shall be assumed.
3. 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: Design

1. The consultant shall coordinate with the City to obtain existing utility record plans, as-builts, schematics, etc. The existing utility information shall be shown on the final design plans. The City will coordinate the relocation of the effected utilities and protection of the existing utilities for the project based on the information obtained from the various affected utilities. The Consultant shall provide the City all necessary exhibits and drawings needed for coordination with the utility companies.
2. The consultant shall conduct an assessment to analyze the project area for potential issues such as right-of-way constraints, environmental issues, accessibility issues, and drainage.
3. Using the preferred design alternative approved by the City during the Needs Assessment Analysis phase of this project, the consultant shall prepare 35%, 65%, and 95% plan sheets and cost estimates for review.
4. The consultant shall assist the City in the preparation of special provisions of the project specifications by answering questions that City staff may have and performing a review of the special provisions and providing comments.

5. The consultant shall prepare final plans incorporating all comments from previous reviews. Final plans shall be printed on 24"x36" paper, be signed by a Professional Civil Engineer licensed in the State of California, and be ready for reproduction.
6. The plans shall be drawn using AutoCAD 2011 or a more recent version.
7. The consultant shall prepare a schedule of items that shall address all items of work specifically as possible and shall indicate as precisely as possible the quantities.
8. The consultant shall prepare a detailed cost estimate in the format of the schedule of bid items (Engineer's Estimate).

Deliverables:

- 35%, 65%, and 95% plan sheets and cost estimates in electronic format
- A letter summarizing the consultant's comments on the special provisions portion of the specifications
- A letter report summarizing review comments and the resolution of the review comments
- Final plan sheets, schedule of items, and Engineer's Estimate in electronic format

City Responsibility

For this project, the City shall:

1. Provide any utility underground maps, schematics, and any other existing information in the possession of the City necessary to complete the design to the selected consultant including AutoCAD files of a topographic survey performed in 2008.
2. Perform all communication with all utilities.
3. Prepare the specifications for the project.
4. Perform all construction inspection and contract administration.

Anticipated Schedule

- | | |
|-------------------------------|---------------------------|
| ○ Advertise RFP | October 6, 2016 |
| ○ Proposal Submittal Deadline | 2:00 PM, November 1, 2016 |
| ○ Select Consultant | November 2-8, 2016 |

Proposal Requirements

The proposal shall consist of 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 CD. 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.

2. Project understanding outlining the consultant’s basic understanding of the project and identifying key issues to be addressed during the project and any insights.
3. A detailed project approach and level of effort, in accordance with the section entitled “Scope of Work” of this notice.
4. A project schedule including at minimum, those tasks outlined in the section entitled “Scope of Work” of this notice.
5. 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 and design team.
 - d. Experience for each individual expected to perform responsible portions of the work.
 - e. Experience for each sub-consultant.
6. Fee Estimate submitted in a separate, sealed envelope (see “Method of Payment” below).

Method of Payment

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 and overhead such as, but not limited to, transportation, communications, subsistence and materials, and any subcontracted items of work to prepare preliminary and final design, and deliver 100% Plans 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.

Submittal Requirements

All proposals shall be received by the City no later than November 1, 2016 at 2:00 PM at the following address:

Department of Public Works
Attn: Stephanie Gindlesperger
City of San Rafael
111 Morphew Street
San Rafael, CA 94901

- Proposals and/or modifications to Proposals received after the hour and date specified above will be rejected and returned unopened to the proposer.

- All Proposals shall be submitted according to the specifications set forth in this 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 via email. 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 website. 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 <http://www.cityofsanrafael.org/pubworks-proj-current/>.

Pre-Submittal Activities

- All questions relating to the RFP shall be presented in writing (email) at least 96 hours prior at stephanie.gindlesperger@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 will 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, will 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 (30 points)
- Previous experience of similar projects completed on time and within budget (30 points)
- Qualified and experienced personnel in the project team (15 points)

- Commitment to adhering to the project schedule and budget (10 points)
- Clear description of the tasks and demonstrated technical ability (10 points)

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.

Attachments

1. Sample San Rafael Professional Services Agreement Template (*for informational purposes only and subject to change*)
2. 2016 Preferred Design Alternative for the Victor Jones Improvements Project

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

Sincerely,

Stephanie Gindlesperger
Associate Civil Engineer