



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

The City of Fort Bragg (City) is seeking proposals from qualified engineering firms interested in contracting with the City to provide construction management and inspection services (CM) for the Fort Bragg Water Treatment Plant Upgrade Project (Project), Project WTR-00017.

The City anticipates the start of construction in March 2024. The engineer's estimate of construction cost is \$10.1 million. The City is seeking services to provide construction inspection and materials testing for the duration of the project. The contract allows 520 working days for completion of the project over two construction seasons.

Background

The Water Treatment Plant (WTP) is located at 31301 E. Cedar Street, Fort Bragg, CA 95437. The WTP was originally built in 1958. There was a major treatment process upgrade at the plant in 1986 which made the nominal plant capacity 2.2 MGD. The upgrade replaced the old treatment process with two packaged Trident® filter treatment units (FTUs). Since then the treatment process has mostly remained unchanged. The last major improvement project at the plant was constructed in 2004 and modified the raw water storage ponds to construct backwash water storage ponds.

The current treatment process relies on the two packaged Trident® FTUs. The FTUs receive pumped raw water from two unlined raw water storage ponds. The FTUs employ three basic treatment elements: 1) adsorption, 2) clarification, and 3) filtration, all inside the packaged unit. After raw water is treated by the FTUs the filter effluent is disinfected before it is directed to the finish water clear well. The finish water is then pumped up to storage tanks where it is stored prior to city-wide distribution.

The Project is funded by the State Water Resources Control Board (SWRCB), and as such, the funds for this project are federal funds, the project must comply with Federal and State bid contracting guidelines. The City's project manager will be the CM's primary contact.

SCOPE OF WORK

This contract consists of the following tasks:

1. **Pre-construction Assistance:**
 - Review the contract documents for possible problems and/or changes
 - Review order of work requirements
 - Attend pre-bid and pre-construction conferences and participate with pre-construction agenda, etc.
 - Review and understand stormwater requirements for the project

- Submittal management
- Schedule management
- Requests for Information (RFI) management and processing
- Familiarity with State Water Resources Control Board reporting requirements
- Familiar with Project phasing requirements

2. **Construction Management**

- Construction and contract administration compliance
- Provide construction and specialty inspections including but not limited to:
 - Electrical and instrumentation (code requirements, field inspection, operational and acceptance testing.
 - Mechanical code requirements, field inspection, operational and acceptance testing
 - Construction safety (shoring, confined space, Cal OSHA)
 - Structural steel, wood framing and concrete
 - Materials testing - field sampling and laboratory testing of various construction materials and existing soil materials as required in the construction documents.
- Oversight of construction staking; actual construction staking to be performed by the project Contractor
- Review and approval of Contractor's survey layouts
- Schedule biological and Native American monitors when needed
- Coordinate and respond to any Request for Information (RFI's) from contractor
- Draft and process any required change orders (coordinate with City's project manager as necessary)
- Provide daily, on-site inspections of construction activities
- Process progress payments and oversee payment management
- Assist with labor compliance as needed
 - Verify classifications and rates for Prime and all Subcontractors at beginning of project.
 - Check and verify online payroll submissions to Department of Industrial Relations.
 - Assist with other Certified Payroll and/or Davis Bacon Verifications, if needed, upon request by City.
 - Verify compliance with Apprentice requirements.
- Chair regular progress meetings, prepare and distribute meeting minutes
- Conflict resolution and claim management
- Oversee required SWRCB signage design and installation
- Complete required SWRCB required reports
- Manage American Iron and Steel (AIS) certifications and tracking
- Certify that change orders are AIS compliant
- Review Russian Sanctions - Executive Order N-6-22
- Verify that field conditions meet the requirements for constructing the various aspects of the project
- Inspect existing facilities and ensure that the contractor protects or repairs/replaces facilities to remain
- Complete required employee interviews
- Schedule and attend a warranty inspection with SWRCB and contractor before the end of the one-year warranty period.

3. **Daily Field Inspection and Documentation:**

- Provide documentation of the work in the form of daily reports including:

- Construction activities
- Anticipated changes
- Important conversations
- Weather
- Names of all workers
- Equipment used
- Hours of work
- Safety concerns or accidents
- Quality of work and materials
- Materials testing performed
- Record of any other significant information
- Information for record drawings (As-Built)
- Preservation/protection of sensitive habitat/areas or other environmental concerns if found
- Preservation/protection of historical/archeological sensitive areas
- Confirm that contractor's stormwater measures are in place and functioning properly
- Construction videos and photos
- Construction schedule
- Record of visitors to the project site
- DBE verifications
- **Daily quantities** (to be agreed upon with contractor daily)

4. **Reports:**

The CM will keep the City informed, and document construction and safety issues by use of the following:

- Daily inspection reports
- Phone calls, emails, and correspondence
- Progress meeting agendas and minutes
- Weekly Statement of Working Days
- Weekly Construction Summary Report
- Weekly look ahead schedule
- Monthly as-built plans - required prior to payment of invoice
- Compose press releases and/or information to be distributed to public by City upon request.

5. **Close-out**

As the project nears completion, the CM will coordinate with the project manager to prepare and maintain preliminary and final punch lists for the contractor and the City. The CM will notify the City for their input for final punch lists.

After the CM has determined that facilities are complete and in compliance with contract documents, the CM will participate in a final project close out meeting with City staff and funding source representatives within a week after the project has been completed to confirm availability of construction documents within the project files and that the project closeout requirements for the project funding sources have been addressed.

Within thirty (30) days of completion and acceptance of the Project, CM will furnish the City with the following:

- Photo log
- Information for record drawings
- O&M manual submittal coordination with Contractor
- Submit all record drawings made by Contractor and Consultant during construction
- Final documents shall be delivered to the City in electronic format and shall become the sole property of the City. Acceptable formats include Microsoft Word, Excel and AutoCAD-DWG.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send three (3) hard copies and one (1) electronic copy, on flash drive and, or by email to cmunoz@fortbragg.com, of the completed proposal and cost bid so that it is received by the City no later than 3:00 p.m. on **Friday, January 12, 2024** to:

City of Fort Bragg
Attention: Cristal Munoz, Acting City Clerk
 416 North Franklin Street
 Fort Bragg, CA 95437
cmunoz@fortbragg.com

2. Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.
3. Contents: Proposal shall contain the following information
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant construction inspection experience and history in performing recent work on water treatment related projects for public agencies with state funding sources. Recent State Water Resources Control Board grant(s) are especially valuable and highly desired. Timely and complete reporting to meet funding requirements will be essential.
 - C. Key Personnel Qualifications
Provide a table of organization setting forth the project manager, supporting staff and sub-consultants. Identify key personnel who will be assigned to the project and describe their responsibilities. A statement of qualification and experience for each licensed individual expected to perform work. Firms must be able to staff the project with qualified individuals who shall be committed to the work from beginning through completion.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. We may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task. This should be reasonably consistent with the Scope of Work as described in this Request for Proposals.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
 - G. Work Schedule
Provide time schedule for completion of work.
 - H. Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 13 of Exhibit "A" which is attached hereto and incorporated by reference herein. **The cost of such insurance shall be included in the consultant's proposal.**

I. Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit "A". Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

J. Prevailing Wage Requirements

In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. The Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773.2, copies of the applicable determinations of the Director are on file in the City Clerk's Office and may be reviewed upon request. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). Attention is directed to the Federal minimum wage rate requirements. If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the proposer shall pay not less than the higher wage rate. The City will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determinations otherwise available for use by the proposer, the proposer shall pay not less than the Federal minimum wage rate which most closely approximates the duties of the employees in question.

K. EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.
- Rate Schedule for Services.
- Use of local subcontractors.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City. Interviews may be required after the City evaluates the proposals. A recommendation for award of contract will be presented to the Fort Bragg City Council on February 12th 2024. The CM is required to attend this meeting to answer any additional questions from the Council.

OTHER CONSIDERATIONS

The City reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

QUESTIONS

Questions should be directed to:

City of Fort Bragg
416 North Franklin Street
Fort Bragg CA 95437

John Smith
Director of Public Works
(707) 961-2823, x 136
E-mail: jsmith@fortbragg.com

and

Heath Daniels
Operations Manager
(707) 961-4141
Email: hdaniels@fortbragg.com

ATTACHMENTS

Exhibit "A" – City's Professional Services Agreement