



## **CITY OF FORT BRAGG**

### **REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE 2022 STREETS REHABILITATION PROJECT, PWP-00120**

The City of Fort Bragg is seeking proposals from qualified construction management consultants interested in contracting with the City to perform construction management, staking, materials testing, and Storm Water Pollution Prevention Plan (SWPPP) management services for the 2022 Streets Rehabilitation Project (Project).

#### **Project Description**

The City is preparing to start construction on the 2022 Streets Rehabilitation Project, City Project No. PWP-00120. Construction is anticipated to begin around the first week in **August 2023** and continue **One Hundred Nine (109) working days**. The Project includes the rehabilitation of pavement of up to eight (8) streets throughout the City, including approximately 3.5 miles of street striping on seven additional streets, several sections of sidewalk (curb, gutter, and ADA curb ramp) installation, and rehabilitation of the specialty stamped crosswalks in the downtown business district as further described in the bid package. The Design Engineer's Opinion of Probable Costs for base bid items is approximately \$2,662,410 or \$3,351,824 with both of the alternative bid items included.

#### **Method of Payment**

Respondents should present a single proposal that includes the full scope of work under Base Bid items and any Alternates. The City is requesting that the consultant submit a Base Bid "not to exceed" amount for Items 1 through 13 below, and any additional costs associated with each alternate listed in Item 14 for a total Base Bid plus alternate "not to exceed" amount.

#### **SCOPE OF WORK**

##### **This contract would consist of the following tasks:**

##### **Inspection and Materials Testing:**

1. Become familiar with the Project Plans and Specifications. Demonstrate appropriate knowledge with relevant State of California and City of Fort Bragg specifications, standards and requirements.
2. Complete construction staking, including coordination with the City and the Contractor to obtain workable data. City survey monuments may need to be identified in the project area.
3. Coordinate site visits during construction to:

- a. Obtain materials samples and perform the laboratory testing for materials as specified in the project construction documents, including: determining the in-place density of aggregate bases, asphalt concrete paving, and other materials as required.
  - b. Obtain from the construction contractor all required submittals and review them for conformance with construction document requirements.
  - c. Ensure that all traffic control devices are in place and working properly.
  - d. Mark out exact physical locations and total number of HMA (Type A) Digouts.
  - e. Provide continuous inspection during asphalt concrete placement to check temperature of asphalt mix, thickness of paving, conformance to gutter pan, and surface rolling operation.
  - f. Ensure that street signs and markings conform to plans and specifications and verify performance.
  - g. Count and verify all utilities are raised to grade.
  - h. Inspect existing conditions in the affected areas (public and private) and ensure that the contractor protects or repairs/replaces as directed in the construction documents.
4. Materials testing for the Class 2 Aggregate Base, Type II Slurry Seal, Type A Hot Mix Asphalt, Cold Plane Asphalt Concrete, Portland Cement Concrete, Controlled Density Fill (CDF) and Controlled Low Strength Material (CLSM) backfill, etc. Testing and inspections shall be performed in accordance with the appropriate Caltrans (CTM), ASTM Test Methods, or as otherwise specified in the contract documents and specifications.
- a. Comparison of maximum material density from the laboratory analysis to the in-place density indicated by the nuclear moisture density gage.
  - b. Laboratory testing for quality control of aggregate base and asphalt concrete in accordance with Caltrans frequency tables, including sieve analysis, sand equivalent, fine and coarse durability, and moisture density curves.
  - c. In-place density of the compacted materials shall be determined using a nuclear moisture density gage in accordance with the appropriate Caltrans Test Method. In the event that the nuclear density of the compacted asphalt concrete falls below the minimum compaction requirement, cores shall be taken to verify results.
  - d. Determination that the contractor is meeting the Project relative compaction requirements.
5. Ensure Traffic Signal Loop Detector is installed according to Technical Specifications and tested by contractor for performance standards in accordance with the Caltrans Encroachment Permit.
6. Environmental Conformance
- a. Ensure that work conforms to the approved Storm Water Pollution Prevention Plan (SWPPP).
  - b. Perform required stormwater sampling inspections, record keeping, and report preparation as needed for compliance with SWPPP.
  - c. Observe dust levels and ensure dust control in accordance with City standards.
  - d. Ensure compliance with the Fort Bragg Construction and Demolition Recycling Ordinance, City of Fort Bragg Municipal Code Chapter 15.34.

## **Construction Management and Reporting:**

7. Coordination with the City Public Works Department during all phases of the work.
8. Schedule, attend, and Chair regular progress meetings with the City and the Contractor; prepare and distribute meeting agendas and minutes. Meetings include a kick-off meeting and then weekly as needed during primary construction phases.
9. Compilation of field and laboratory data into both bound and digital submittals to the City of Fort Bragg.
10. Submittal of an electronic copy of the finished product in PDF, AutoCAD, Microsoft Word, and Excel (as applicable).
11. Document work activities with construction photos and report safety concerns, important conversations, and adherence to construction schedules.
12. Compilation and submittal of "As Built" annotated plans for the Project.
13. Administration of budgeting, document control, record keeping, contract administration, prevailing wage, and certified payroll compliance. In the submittal, describe the firm's experience with state, federal, and other agencies involved in the construction process for municipal projects and experience with Prevailing Wage labor compliance. Provide recent examples of reports for each category.
14. Provide information and progress reports for Press Releases, including traffic flow impacts or other neighborhood disruptions for posting on the City's website and social media.

## **Alternatives:**

15. The City is requesting that the consultant submit a proposal, which includes the added cost associated with managing each of the alternative bid items so that the Construction Management contract scope will be consistent with the scope of work selected for completion by the contractor. Provide a separate cost for the alternates. The Alternate locations described in the bid packet are:

Alternative 1: Pine St & Harold St, Harold & Redwood Ave, E Oak St, S Harold St & S Lincoln St, Harold St

Alternative 2: S Harold St, Azalea Cir., Penitenti Way

## **PROPOSAL SUBMITTAL REQUIREMENTS**

1. Proposers should send a complete digital proposal, collated into one PDF document and two (2) printed copies of the completed proposals and cost bid so that it is received by the City no later than **2:00 p.m.** on, **July 13, 2023** to:  
  
City of Fort Bragg  
Attention: Cristal Munoz, Acting City Clerk  
416 North Franklin Street  
Fort Bragg, CA 95437
2. Format: Printed 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. The proposal shall include the name of the firm submitting the proposal, its mailing address, telephone number, email address, and the name of an individual to contact if further information is desired.
  - C. Key Personnel Qualifications  
Identify key personnel and their respective roles, describe the qualifications of all professional personnel to be employed, include a synopsis of relevant work experience and a résumé for each professional.
  - D. References  
The prospective contractor shall provide names, addresses and telephone numbers for at least three public agencies for whom the firm has performed work similar to that proposed in this request. A summary statement describing relevant experience for each assignment shall be provided.
  - E. Scope of Work  
Provide an explanation of tasks associated with the project, including how you propose to complete each task, describe the overall approach to the project, including any specific techniques that will be used, and administrative and operations management expertise that will be employed.
  - G. Work Schedule  
Provide a time schedule for completion of work, include major tasks and timeframes.
  - 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. Please be aware that prevailing wage rates may apply to preconstruction work, such as inspection and land surveying, for public works projects.
  - 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. Any requests for reduction in the insurance amount shall be included in the proposal. **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.

### **EVALUATION CRITERIA**

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

- Qualifications of Individuals and Firm Experience/Performance
- Proposal Contents & Scope of Work
- Cost Proposal, including Budget/Resource Allocation

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 of Fort Bragg and a recommendation for award of contract will be presented to the Fort Bragg City Council.

**OTHER CONSIDERATIONS**

The City of Fort Bragg 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 of Fort Bragg 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.

**RFP SCHEDULE**

RFP Release	<b>June 13, 2023</b>
Deadline for Written Questions	July 03, 2023
Proposals Due	July 13, 2023
Interviews (as needed)	Week of July 17, 2023
Selection	July 24, 2023

**QUESTIONS**

Questions should be directed to:

Chantell O’Neal, Assistant Director of Engineering  
City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, CA 95437  
(707) 961-2823 Ext. 133  
Email: [coneal@fortbragg.com](mailto:coneal@fortbragg.com)

**ATTACHMENTS**

Exhibit A – City’s Standard Professional Services Agreement