



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE RAW WATER LINE REPLACEMENT PROJECT, WTR-00016

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 Raw Water Line Replacement Project (Project), Project #WTR-00016.

The City anticipates the start of construction in March of 2024. The engineer's estimate of construction cost is approximately \$7 million. The City is seeking services to provide construction inspection and materials testing for the duration of the project. The contract allows 390 working days for the completion of the project over two construction seasons.

The Project includes the construction of approximately 2 miles of untreated water pipeline between the City's Water Treatment Plant on Monsen Way and Forest Road 450 in Jackson State Demonstration Forest. The pipeline traverses both rural residential and steep, rugged, and undeveloped terrain environments. The project includes the Hare Creek crossing replacement, a bore and jack crossing of State Highway 20 at Dwyer Lane, along with a small pump station and a short distance of force main located at Newman Reservoir on Summers Lane.

The Project is funded by California Department of Water Resources (DWR), and the project must comply with 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, at a minimum:

1. **Pre-construction Assistance:**
 - A. **Constructability review:** Review of the plans and contract documents for possible problems and/or changes.
 - B. **Environmental Review:** Review of environmental mitigation measures for CEQA, including familiarizing with the Initial Study (IS)/Mitigated Negative Declaration (MND) and all Coastal Development Permit (CDP) and State/Federal Section permit requirements:
 - County of Mendocino Building/Grading permit # 2023-0336
 - Coastal Commission CDP Waiver 1-22-0743 W
 - The Regional Water Quality Control Board issued Section 401 permit
 - Caltrans Encroachment Permit 01-23-NB-UJ-0297
 - CDFW Section 1602, permit in process
 - USACE Section 404, permit in process
 - County of Mendocino CDP 2023-0003, in process
 - C. **Scheduling:** Review order of work/sequencing requirements to ensure maximum productivity and project compliance. Ensure that all necessary permits for a particular portion of the work have been acquired prior to the construction of that portion and that all

applicable conditions are met throughout the process. The outstanding section permits are required for the Hare Creek Crossing and the County CDP for Segments 2 and 3 lying within the Coastal Zone.

- D. **Safety:** Review all safety-related documents such as IIPP and TCP to ensure compliance with all applicable regulations.
- E. **Pre-Construction Meeting:** Consultant to prepare meeting agenda for City review and approval. Consultant shall coordinate meeting invites with all attendees and shall prepare and distribute meeting minutes to all attendees within three (3) business days.
- F. **Stormwater:** Review and understand all of the stormwater related documents and conditions of approval, including but not limited to the 401 Permit, 1602 Permit, Coastal Development Permit, preliminary SWPPP, and the Contractor's SWPPP to ensure there is successful implementation of all controls and protection measures. Notify the City and Contractor of any potential deficiencies and provide recommendations to address them.
- G. **Submittal Review:** Consultant to coordinate the submittal/shop drawing review process and route all transmittals to the appropriate reviewers. Consultant shall maintain a log to track the status and review action of all submittals. Consultant shall ensure that all submittals required by the contract documents have been submitted by the contractor, including tie-in/connection plans and schedule.
- H. **Administration:** Provide a Construction Management (CM) Plan that includes procedures, methods, and an overall plan for the construction management of the Project. Draft plan to be submitted to the City before the pre-construction meeting and the final plan issued within two weeks following the pre-construction meeting.
 - Process, track, and respond to Requests for Information (RFI)
 - Process and track Change Orders and other forms
 - Establish and monitor procedures and methods for construction work, offsite fabrication of materials, and startup activities
 - Establish quality control and quality assurance (QAQC) procedures to ensure the project is delivered in accordance with the contract documents and the CM's Scope of Work
 - Establish a communication plan for all project stakeholders that will ensure the project is completed in an efficient and timely manner. Consultant shall prepare meeting agendas in advance of meetings and transmit meeting minutes to all attendees

2. **Construction Management** - Consultant to provide the following services:

- A. Construction and contract administration compliance.
- B. Provide daily, on-site inspections of construction activities.
- C. Provide construction and specialty inspections as required to ensure conformance with the plans and specifications throughout construction. Inspections include but are 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, etc.)
 - Structural steel, wood framing, and concrete
 - Geotechnical/Materials testing - field sampling and laboratory testing of various construction materials and existing soil materials as required in the construction documents
 - Supervision of any Contractor-required testing activities
- D. Verification of Contractor surveys.
- E. Documentation of compliance with environmental permitting and mitigation measures in accordance with the requirements of the environmental documents and regulatory permits.

- F. Inspect, observe, and monitor the Contractor's implementation of stormwater control, prevention and protection measures as required by the project permits and the project SWPPP, along with installation and maintenance of BMP's. The consultant shall prepare and file the required pre and post-storm event inspection paperwork.
- G. Ensure that sensitive or protected areas are not disturbed.
- H. Review and approve of the contractor's Baseline Schedule, weekly look-ahead schedules, and monthly schedule updates to ensure that the project is completed efficiently with minimum delay.
- I. Schedule biological and Native American monitors.
- J. Coordination of and response to any Request for Information (RFI's) from contractor.
- K. Management of the change order process including review, negotiation, and response to proposed change orders from the contractor. The consultant shall implement a proactive approach to minimize change orders to the maximum extent possible. All change orders shall be reviewed and approved by the City.
- L. Processing of certified progress payments and payment management.
- M. Verification of Labor Compliance and Prevailing Wage.
 - Verify classifications and rates for Prime and all Subcontractors at the beginning of the project.
 - Check and verify online payroll submissions to the Department of Industrial Relations.
 - Assist with Certified Payroll Verifications.
 - Verify compliance with Apprentice requirements.
- N. Chair regular progress meetings, and prepare and distribute meeting minutes.
- O. Conflict resolution and claim management.
- P. Oversee required DWR signage design and installation.
- Q. Assist with the completion of required DWR reports.
- R. Manage American Iron and Steel (AIS) certifications and tracking.
- S. Certify that change orders are AIS compliant.
- T. Verify that field conditions meet the requirements for constructing the various aspects of the project
- U. Inspect existing facilities and ensure that the contractor protects or repairs/replaces facilities to remain.
- V. Complete required employee interviews.
- W. Schedule and attend a final engineering inspection with the City and the contractor immediately upon completion of the construction in accordance with DWR requirements.
- X. Ensure As-Builts are being prepared as work progresses and that the As-Builts reflect the stage/status of work completed before processing pay estimates.

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
- Preservation/protection of historical/archeological sensitive areas
- Confirm that the contractor's stormwater control and protection measures are in place and functioning properly
- Construction video 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 before payment of invoices
- Prepare regular press releases and/or information for distribution to the public by the City.

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 within a week after the project has been completed to confirm the 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 the 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, 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 **2:00 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 wastewater treatment-related projects for public agencies with federal and state funding sources. Recent experience with the United States Department of Agriculture Rural Development (USDA) grant(s)/loan(s) and State Water Resources Control Board State Revolving Fund (SRF) grant(s) are especially valuable and highly desired. Timely and complete reporting to meet a long list of funding requirements will be essential.
 - C. Key Personnel Qualifications
Provide a table of the 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 a timeline for the 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.

OTHER CONSIDERATIONS

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

RFP Schedule

RFP Release	December 1, 2023
Deadline for Written Questions	December 22, 2023
Proposals Due	January 12, 2024
Interviews (as needed)	Week of Jan 29 to February 2, 2024
Selection	February 12, 2024

QUESTIONS

Questions should be directed to:

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

Diane O'Connor
Assistant City Engineer
(707) 961-2823, x 134
E-mail: doconnor@fortbragg.com

ATTACHMENTS

Exhibit "A" – City's Professional Services Agreement