

**CITY OF RIDGECREST  
REQUEST FOR PROPOSALS  
CONSTRUCTION ENGINEERING SERVICES  
For  
RIDGECREST BOULEVARD  
A FEDERALLY FUNDED STREET RESTORATION & WIDENING PROJECT  
October 1, 2013**

**I. INTRODUCTION**

A. Purpose

The City has been awarded a Federal Grant of \$6.2 million dollars for the reconstruction and widening of Ridgecrest Blvd. It is necessary to hire qualified professional construction management services to administer, manage, inspect and comply to Caltrans and FHWA requirements for the construction of the improvements. Additionally, due to recent updated requirements and increased enforcement of procedures for DBE, construction contract administration, resident engineer services, audits and invoicing prescribed by the FHWA and Caltrans Local Assistance Program; the City of Ridgecrest is requesting proposals for the complete construction management of the Ridgecrest Blvd. project.

B. Intent

It is the city's intent to solicit and negotiate a fee proposal from the top ranked firm. The procurement process that will be used is the One Step RFP process as described in May 8, 2013 edition of Chapter 10 of the Caltrans Local Assistance Procedures Manual. Qualified small business firms and qualified DBE firms and or sub-consultants will be considered in the selection process. It is the intent of the city to negotiate specifically; contract cost for unit of work with an amount not to exceed.

C. Period and Terms of Consultant Agreement

The consultant agreement is expected to take effect upon approval by the City of Ridgecrest City Council and end at the completion of final project audit by Caltrans or the Federal Government if the project is audited. The City reserves the right to negotiate an extension of the contract if necessary and solely within its discretion.

Any extensions, changes or contract price revisions are subject to City Council approval.

DBE requirements are to be met by the consultant and DBE forms will be a required attachment to the consultants proposal when asked for. The calculated DBE goal for the construction management services is 1%.

The consultant and sub consultants are hereby notified that their contracts and

supporting documents will be subject to audit or review by Caltrans Audits and Investigations (A&I), other state audit organizations, or the federal government. The consultant and sub consultants are recommended to be completely familiar with Section 10.3, Consultant Audit and Review Process in the Chapter 10, May 8, 2013, Caltrans Local Programs Manual. The consultant and sub consultants shall be required to include in their proposal all costs associated with compliance and submittals associated with audits or reviews. It is anticipated that Case I certifications will be required by submitting Exhibit 10-K, *Consultant Certification of Contract Cost and Financial Management System*.

## II. SCOPE OF WORK

Typical professional services for this Construction Engineering project might include but not be limited to the following:

### Construction Engineering

Perform complete Resident Engineering, Geotechnical and Inspection services

- a. Perform peer/constructability review of project plans and specifications prepared by others.
- b. Coordination with Mark Thomas & Company with any design revisions, additions, questions, RFI's, construction disputes, etc.
- c. Attend pre-bid and site walk meeting
- d. Review three lowest bids and their good faith DBE efforts
- e. Verify low bidder's qualifications
- f. Prepare bid summary
- g. Prepare recommendation for award of contract
- h. Prepare Notice of Award
- i. Prepare and send award package to Caltrans
- j. Prepare for and attend pre-construction meeting
- k. Review contractor's schedule and schedule of values' monitor progress and require schedule updates
- l. Prepare agenda for and chair weekly construction coordination meetings; prepare minutes
- m. Obtain & review contractor's rate sheet for T&M work.
- n. Agree upon source for weather forecast and criteria for establishing a weather delays in advance of storms.
- o. Prepare and update drawing revision log
- p. Log, review and respond to contractor's submittals
- q. Log, review and respond to contractor's Request for Information (RFI's)
- r. Log, review and process contractor's change order request; prepare change order for Owner & Contractor approval, if applicable.
- s. Establish and maintain weather day log.
- t. Comply with reporting requirements to Caltrans/FHWA for funding. This is understood to include monitoring of construction, area traffic control, and environmental mitigations compliance, coordination of materials

testing, preparation of monthly reports and coordination with Caltrans District office of Local Assistance.

- u. Review the Contractor's Quality Assurance Program reports and perform (via sub consultant) additional quality assurance testing of soils and materials as may be needed. Report all findings as required.
  - v. Review and sign daily inspection report and prepare weekly Resident Engineer diary/report
  - w. Preview material submittals and various other construction related items
  - x. Resident Engineer Field visits to job site during construction
  - y. Respond to various issues that may arise during construction
  - z. Provide communication and correspondence with Contractor and Caltrans
  - aa. Review certified payroll submittals from contractor & subcontractors
  - bb. Conduct contractor employee interviews & document
  - cc. Review and verify progress & final payments requests by contractor; make recommendations for payment or denials
  - dd. Prepare final balancing change order
  - ee. Field review completed project construction and create punch list
  - ff. Process & complete Caltrans report and other paperwork
  - gg. Prepare contractors and consultants invoices for submittal to Caltrans
  - hh. Prepare file and information for Caltrans, Federal or others, pre, mid & post construction/project audits
  - ii. Attend and administer any Caltrans, Federal or others pre, mid & post project audits
  - jj. Prepare Notice of Completion
  - kk. Perform project Closeout to Caltrans
1. Perform technical inspection services for asphalt placement, concrete construction and earthwork activities.
    - a. Perform inspection services, daily reports, materials, subcontractors, equipment, manpower, weather, activities, etc
  2. Provide geotechnical consultation, testing and verification services to meet City of Ridgecrest Quality Assurance Program.
  3. Prepare As-Built drawings, submit on 24" x 36" mylars stamped and signed, also in digital format compatible with Auto Cad Civil 3D version 2012.
  4. Prepare file and information for Caltrans, Federal or others final construction/project audit if audited. (Potentially 3 years after final invoice.)

### **III. CONTENT OF PROPOSALS**

Each proposal must include as a minimum, the following:

1. Executive summary
2. Identification of the Project Manager, Resident Engineer & Inspector assigned to the project.
3. Identification of sub-consultant and project manager assigned to the project(s).
4. Understanding of work to be done, proposed scope of Work

5. Experience with similar projects, references, project cost,
6. Familiarity with State and Federal procedures, references
7. Familiarity with State and Federal audit process, references
8. Any exceptions to the RFP
9. Compliance to the DBE goal

#### IV. SELECTION PROCESS

The consultant selection process will be conducted by a consultant selection committee. The criteria for selection will be based upon the following:

- |   |         |
|---|---------|
| a. Understanding of the work to be done, proposed scope of work                   | 15 pts. |
| b. Experience and knowledge of Project Manager, Resident Engineer & Inspector(s). | 20 pts. |
| c. Experience and knowledge of sub-consultant firm and Project Manager            | 10 pts. |
| d. Knowledge and experience with similar kinds of work                            | 20 pts. |
| e. Familiarity with state and federal procedures                                  | 15 pts. |
| f. Familiarity with state and federal audit procedures                            | 15 pts. |
| g. Compliance to DBE requirements and goals.                                      | 5 pts.  |

The proposals will be reviewed and a short list of the top ranked four firms will be contacted and interviews will be conducted. The top ranked firm from the interview process will be asked to prepare a fee proposal. It is the intent of the city to negotiate specifically; contract **cost for unit of work with an amount not to exceed.** The negotiation of cost for unit of work and the not to exceed fee will evolve around the appropriateness of the unit of costs and fee relative to the scope of work. However, if successful contract terms, (appropriateness of scope, cost) cannot be negotiated with one firm then the next ranked firm will be called in to negotiate terms, etc.

#### I. FORMAT OF PROPOSAL

The proposal does not need to include a lot of boiler plate and pretty pictures. Keep it simple and specific to the project. Please keep the proposal to a minimum of thirty pages (30), appendixes not included.

Consultants must provide the following information in the following format:

##### 1. Executive Summary

Prepare a cover page with an executive summary. This cover page must be signed by an authorized officer of the firm.

##### 2. Content of Proposal

The proposal must clearly address and discuss each item identified in III. Contents of Proposal.

Provide five (5) copies of your proposal. Late proposal will be rejected. Proposals will not be accepted later than 5:00 pm, Monday, October 28, 2013 and should be sent to the attention of:

Rachel Ford  
City Clerk  
100 West California Ave.  
Ridgecrest, CA 93555  
Phone: (760) 499-5002

## **II. QUESTIONS**

Questions regarding the contents of this RFP must be submitted in writing on or before 12 Noon (PST) on Wednesday, October 16, 2013, and directed to the City Engineer, Loren E. Culp at [lculp@ridgecrest-ca.gov](mailto:lculp@ridgecrest-ca.gov). All questions will be answered and posted to the internet on the city web site on Monday, October 21, 2013.