



**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES FOR THE
AQUATIC FACILITIES RENOVATIONS –
VICTORY PARK POOL
PROJECT NO. CR18020**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: February 15, 2024

Date Proposals Due: March 13, 2024, at 3:00 pm

1.0 INTRODUCTION

The City of Stockton is requesting proposals from qualified firms to provide construction management and inspection services for the Aquatic Facilities Renovations - Victory Park Pool, City Project No. CR18020. A selection Committee will comprehensively rank firms based on, but not limited to, written proposals, qualifications, references, and other relevant information. The City may conduct interviews with the top three ranking consultants. If the City elects to conduct interviews, the top ranked consultants will be contacted to schedule the interview. Contract negotiations will be conducted with the highest-ranking firm. Pending successful negotiations, the consultant will enter into a professional services contract with the City.

2.0 BACKGROUND

Victory Park is located at 1201 N. Pershing Avenue in Stockton, California, Attachment A – Vicinity Map. The current pool was constructed in 1947 and has been closed since 2013. The pool and bathhouse/mechanical room do not meet current codes or standards. It has been determined that a complete replacement is preferred over repair of the existing facilities.

3.0 PROJECT DESCRIPTION

The project will include the removal and replacement of the existing pool and restroom/mechanical room structure, installation of a new spray ground, construction of a parking lot and relocating the existing basketball court, Attachment B – Conceptual and 95% Plans. Please note, these plans are not final and subject to change. Project plans are going through final Public Works Department review then to be followed by City Community Development (CDD) and San Joaquin County Environmental Health Department (SJCEHD) review anticipated in February/March 2024. The anticipated construction start date is October 2024 with completion by Summer 2025.

4.0 SCOPE OF WORK

Each Consultant shall prepare a detailed scope of services based on the information presented in this RFP and other available information. Consultants are encouraged to include items they may deem necessary for this project. The City is seeking full-service construction management and inspection services. The City's project manager will provide oversight, guidance, and assistance with City processes.

4.1 Background Research

The project is currently in the final stage of design and is scheduled to be advertised for bids in April 2024. Consultants should refer to the 95% project plans (Attachment B) to get familiar with the project. The consultant should do any other background research deemed necessary to develop a detailed proposal.

4.2 Construction Management and Inspection Services

The following services should be provided at a minimum. Consultants are encouraged to add items if necessary and provide what is customary for full-service construction management and inspection services.

- The Consultant shall be familiar with project plans. The Consultant shall monitor the work of the contractor and its subcontractors for construction contract compliance.
- The Consultant shall be familiar with the latest California Building Codes.
- Schedule, coordinate, and conduct the preconstruction conference and weekly construction coordination meetings with the contractor, City, other agencies, and utility companies as required. Prepare and distribute agenda and minutes for all meetings.
- Review and process all contract submittals.
- Review and analyze contractor schedule and send out weekly statement of working days to contractor.
- Review contractor's monthly payment request for City and verify that request reflects work completed. This includes providing quantity calculations for each bid item broken down in the contractor's schedule of value at the time of progress payments.
- Collect and process all contractors and subcontractors certified payrolls and manpower utilization reports. Perform contractor and subcontractor employee interviews following City and State guidelines.
- Process clarifications and interpretations of the construction contract documents. Prepare and process construction contract change orders and coordinate processing of submittals between contractor, design consultant, City, utility companies and other agencies as required.
- Establish and maintain one electronic and one hard copy of project files for delivery to City after the work is completed. Consultant shall coordinate

organization of filing system with City prior to beginning work on the project. File all project documentation.

- Submit periodic reports when requested by City concerning project progress and pertinent projects issues. Assist in the preparation of punchlist and monitor the contractor's progress toward resolution of all items.
- Act as liaison between City, contractor, design consultant, and utility companies to ensure effective and timely communications, as well as resolution of construction questions and problems.
- Provide inspection to monitor and verify the quality of construction. Prepare photo and video log as necessary to depict project progress and/or potential claims. Sort, edit, index, and mount the photographs in a three-ring binder indicating location and date.
- Prepare daily field reports that contain the following information: construction companies and employees on-site (including work hours) activities performed, issues, weather, equipment, materials, etc.
- Coordinate with the Building Department for their inspections related to code compliance.
- Administer the City of Stockton's Local Hire Ordinance and the Community Workforce Training Agreement (CWTA), as necessary. This shall include working with City staff to define management practices to ensure Contractor complies with the ordinance. Collect and review monthly local hire progress reports from the contractor as required.
- Investigate and resolve potential claims.
- Perform construction inspection.
- Review jobsite to identify potential safety issues. Issues shall be brought to the attention of the Contractor and the City.
- Provide own office as this will not be provided by the City or the Contractor.

4.4 Coordination/Meetings

Consultant will coordinate throughout the project with the City's project manager. The consultant will be expected to hold all weekly meetings with the contractor and any other meetings deemed necessary. Other meetings that may be expected would be with utility companies, and other public agencies.

4.5 Special Inspection and Testing

Consultant shall retain a material testing firm to perform testing and special inspections as needed for this type of project. The project is anticipated to go through Community Development Department (CDD) review in February/March 2024 and Special Inspection & Testing Agreements will be issued once plan review is completed. Consultant shall include a fee schedule detailing the fees for material testing and special inspections that may be required based on similar project experience.

4.6 As-built Drawings

The Consultant will keep accurate as-built records and ensure the contractor prepares correct red line as-built drawings throughout the project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on March 13, 2024, to:

AHBID MOHAMMAD
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**AQUATIC FACILITIES RENOVATIONS – VICTORY PARK POOL**” for the City of Stockton (Project No. CR18020). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal shall be emailed to Nguyet Pham at Nguyet.Pham@stocktonca.gov and Ahbid Mohammad at Ahbid.Mohammad@stocktonca.gov. This electronic submittal shall **not** include the cost proposal.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all the requested information could be grounds to reject the proposal.

5.3 Proposal Questions and Requests for Clarification

Any questions or requests for clarification shall be submitted in writing to:

Ahbid.Mohammad@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bid flash at least two (2) business days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

https://www.stocktonca.gov/business/contracts_purchasing/bidflash/public_works.php

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of Proponent's proposal/ Proponent's bid submittal and considered non-responsive.
- D. A Proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. The proposer should review Attachment C, Instructions to Proposers for information regarding insurance, indemnification, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Department of Industrial Relations

Please refer to Attachment C, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.8 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

6 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10. The proposer shall submit 4 bound sets of the proposal and one electronic copy (.PDF format). The maximum allowable length is exclusive of any

folder, cover, or section dividers. Proposals shall be no more than 25 pages, including resumes and the cover letter.

6.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflicts of interest.

6.2 Table of Contents

The proposal should include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

6.5 Project Understanding

Describe your understanding of the Aquatic Facilities Renovations – Victory Park Pool (CR18020).

6.6 Detailed Work Plan

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

6.7 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project.

6.8 References

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

6.9 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fees for all costs to complete all the tasks.

The cost proposal must be in a sealed envelope separate from the proposal.

7.0 **PROPOSAL EVALUATION**

The Consultant Selection process will follow the tentative timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	February 15, 2024
Written Questions submitted by	March 5, 2024
Response to Written Questions	March 11, 2024
Proposals Due	March 13, 2024
Negotiations	April 2024
City Council Approval	July/August 2024

7.1 **Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualification and cost-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment D). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighed based on the amount of work being performed by the local consultants and/or businesses.

7.2 **Negotiations**

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, Then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected consultant will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to Attachment C, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The Contract shall then be awarded by City Council and signed by the City Manager. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Vicinity Map

Attachment B – Conceptual and 95% Plans

Attachment C – Instructions to Proposers – non federally funded projects

Attachment D – Evaluation Scoring Sheet