

# *City of Albany*



## **REQUEST FOR PROPOSALS**

**Professional Engineering and Construction Management  
Services**

**For the Review of Plans and Construction Management  
Support during bid and construction process for the**

**Marin Utility Undergrounding District and Buchanan Bikeway  
Phase III**

**Issue Date: Friday, September 18, 2015**

**RFP Due Date: Monday, October 12th, at 7:00 PM**

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City of Albany

## **I. Introduction**

The City of Albany, CA (City) Community Development Department invites qualified professional engineering firms or teams of firms (hereafter Consultant (s)) to respond to this Request for Proposals (RFP) to provide professional services for the following services:

- 1) In depth review of the design plans, engineering estimates, and construction specifications of the Marin Utility Undergrounding District and the Buchanan Marin Bikeway Phase III for implementation. The selected firm will act as an extension of City staff in providing the necessary review of construction plans for this project.
- 2) Provide Construction Management, Inspection, and Materials Testing Services during the Construction phase of this project, scheduled to start in March 2016.

The selection of a Consultant will be based on qualifications and experience to perform the requested services. The Consultant's response to this RFP and subsequent interview(s), if necessary, will be utilized to select the most qualified firm for this project. General information about the project scope, RFP requirements, deliverables, and the schedule for completing the work are presented below.

## **II. Background and Scope of Project**

### **A. Background and Project Description**

In 2010, the City of Albany established the Marin Undergrounding Utility District with the purpose of implementing a Rule 20A undergrounding project along both sides of Marin Avenue from San Pablo Avenue to Masonic Avenue (Phase I) and on the north side of Buchanan Street from Pierce to San Pablo (Phase II). The City is funding the undergrounding through PG&E's Rule 20A program and in 2010, retained Robert Gray and Associates (RGA) to complete the coordination and design of the Joint Trench plans.

The City intends to implement the Phase I undergrounding project with the construction of the Buchanan Marin Bikeway (Phase III), which includes modifications to the roadway's alignment to extend class II bicycle lanes on Marin Avenue between Cornell and San Pablo Avenues. This work includes replacement of the curbs, gutters, and sidewalk as well as the installation of median, accessible ramps, striping, and bulb-outs. Furthermore, the project modifies the Arco gasoline station's driveway on the Marin Avenue side, improving bicycle and pedestrian safety.

In addition, to the street improvements, the City is working with CALTRANS to secure an encroachment permit to modify the existing Marin and San Pablo Avenue traffic signal. This work entails the implementation of a separate bicycle phase for bicyclists transitioning from the Class 1 bicycle facility along Buchanan to the new bicycle facilities on Marin Avenue just east of San Pablo Avenue.

Funding for the Buchanan Marin Bikeway (Phase III) improvements originates from a Bicycle Transportation Account (BTA) grant of \$616,000 and a competitive Measure B matching grant of

\$536,000. The City retained BKF Engineers to prepare plans, specifications, and estimates for the street improvements.

The City completed much of the undergrounding design in late 2013 and completed the electrical panel conversions in January 2015. PG&E will approve the final joint trench plans by September 2015. The design of street improvements began in 2013 and after several presentations to the City's Traffic and Safety Commission are now at the 95% level of completion. During the City's coordination with public utilities, EBMUD requested to add a recycled water pipeline into the project. EBMUD supplied plans for the work. The City intends to bid and construct the underground conduit construction, EBMUD pipeline installation, and the street improvements as a single contract. The City plans to construct the project in 2016-17 as detailed in the attached schedule.

The City of Albany plans to select a consulting firm to act as an extension of City staff in reviewing the plans, specifications, and estimates. The plans are included in the attachment section of this RFP. However, the actual plans and specifications provided to the consultants may be a refined version reflecting the latest and final comments from the City's Traffic and Safety Commission.

## **B. Scope of Services**

The City seeks an engineering or construction management firm who can assist staff in reviewing the plans, specifications, and estimates for the project and to provide construction management, inspection, and materials testing services during the construction phase. The 95% PS&E packet is attached to this RFP and is available for review at the City of Albany Community Development front desk located at 1000 San Pablo Avenue. Copies of the plans can be obtained at BP Express in Richmond at [Richmond@blueprintexpress.com](mailto:Richmond@blueprintexpress.com).

The Consultant shall conduct a thorough review of Plans, Estimates, and Specifications prepared by BKF Engineers and RGA and Associates. The Consultant shall provide comments, concerns, and issues to the design engineers for their review and revision. Once the City and the Consultant firm accept revisions, these plans and documents will be the basis for soliciting a request for construction bids in the winter of 2015.

BKF was asked to develop a complete set of the construction plans, specifications, and construction cost estimates, and other required construction documents to be used for public bidding through the City of Albany Public Works Department. The construction documents include, but are not limited to, title / general notes, details, traffic control sheets; plan and profile sheets indicating new construction and existing utilities; EBMUD plans; and undergrounding plans. City of Albany standard details, specifications, references to special provisions, and any applicable Caltrans and other special details needed, must be shown on the project drawings. All applicable City standard technical specifications, provisions, and any special specifications need to be utilized or written as a part of the Specification manual prepared by Consultant's in preparation of the complete Bid package. All of these materials will be available to the Plan Review Consultant.

The City is also requesting Construction Management, Inspection, and Materials Testing services and to work closely with the project administrator (City Staff) in keeping construction project records for grant invoicing. Grant invoicing will be performed by City staff.

The Plan Review task is expected to entail 40 – 45 hours plus two meetings with City staff and BKF Engineer. Consultation beyond the budgeted hours will be subject to City's approval or contract amendment. The following is a summary of Plan Review Scope of Services requested:

1. Meeting 1: Kick off meeting with City staff and Design Consultants to review basis of design
2. Review 95% Plans, Specifications, and Estimates PS&E consisting of about 36 sheets of plans for the joint trench and surface improvements.
3. Provide written comments on the 95% PS&E. Submit comments to City in PDF and two (2) hard copies
4. Meeting 2: Review comments on 95% PS&E with Design Engineer and City Staff
5. Recommend plans approval to City Engineer for his signature

The construction phase is estimated to last 6 months. The following is a summary of the Construction Phase support services. The selected consultant is expected to work closely with City staff during the construction phase of the project. This is a suggested list. Respondents have the flexibility to submit a proposal with tasks and deliverables that they see suitable as a response to this RFP:

1. Assist City staff with issuing the Request for Construction Bids
2. Host pre bid meeting
3. Review Construction bids and help City Staff with contractor selection
4. Assist City staff in providing responses to contractors during bid process
5. Attend pre-construction meeting
6. Provide construction management services during construction including:
  - i. Perform daily field inspection of contractor's work confirming it complies with the plans and specifications
  - ii. Complete materials testing including soil compaction, asphalt, and concrete as required by the specifications
  - iii. Help City staff coordinate with public utilities
  - iv. Coordinate submittal review
  - v. Coordinate with stakeholders and community groups
  - vi. Review and respond to contractor request for information
  - vii. Prepare monthly progress payments
  - viii. Assist with preparation of Change Orders
  - ix. Compile documentation needed for invoice payment and grant reimbursement requests
  - x. Assist City Staff with final punch list

## C. Deliverables

### Plan Review Consultant:

The Plan Review Consultant is expected to provide feedback and revisions on the 95% PS&E, act as an extension of staff during the construction bid process, and to be available during construction for technical consultation.

### Construction Management

The construction of this project is scheduled to begin by the end of March 2016 and last about six months. Completion of street improvements is expected in October, 2016 with a month or so for addressing construction corrections and cleaning. Utility companies will be pulling cables in 2017, which will require minor supervision on the part of the construction management firm.

The Construction Manager will meet with selected contractor, City Staff and Design Engineer for an initial meeting prior to project start to talk about logistics and work flow. The Construction Manager will represent the City in the field and will act as an extension and in coordination with City staff in administering construction of this project. The construction manager will provide records of construction activities and approve, upon City approval contractor invoicing documentation, record and approve change orders, and be responsible for all construction management tasks in coordination with City Staff. In addition, the Construction Manager is responsible for following the City of Albany Guide and Sampling Analysis Program.

At the close of construction, the Consultant shall supply the project records including daily reports, site photographs, quantity calculations, materials testing reports, statement of working days, prevailing wage verification, and all other correspondence in both electronic and paper format.

The project is largely funded by one state grant (Bicycle Transportation Account grant) and a regional Measure B grant and is subject to Caltrans regulations for state grants.

## III. Project Schedule

The project schedule is the following:

Item	Date
Issue request for RFP	September 18th, 2015
Response to RFP	October 12th, 2015
Consultant Interviews	October 16th, 2015

Consultant Selection	October 19th, 2015
Council approves Consultant Agreement	November 2 <sup>nd</sup> ., 2015
95% Plan Review	November, 2015
Coordinate final bid set	December, 2015
Issue Call for Construction Bids	January, 2016
Receive Construction Bids-Disclose 45 days	February, 2016
Award Construction Contract for Joint Trench, Street Lights & Street Improvements	March, 2016
Begin Water Trench Excavation	End of March, 2016
End EBMUD Trench	May, 2016
Begin Joint Trench Excavation	June, 2016
Begin curb widening	August, 2016
Complete Joint Trench	September, 2016
Complete Curb widening	September 2016
<b>Street improvements Project completion</b>	<b>December 2016</b>
<b>Street Improvements acceptance</b>	<b>January 2017</b>
Pull Cable by Utilities	January 2017
Service Connections by PG&E	February 2017
Cut Over by PG&E	February 2018
Pole Removal	July 2018
Complete Utility undergrounding	August 2018
Undergrounding Project Acceptance	September 2018

#### **IV. Documents Available from the City**

The City of Albany will provide the Consultant with the following documents:

- Electronic and hard copies of the 95% PS&E for the Marin Utility Undergrounding Project
- City Specifications
- City Design Standards

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## V. **RFP Content Requirements**

The City welcomes a response to this request for a RFP in any format that best expresses the qualifications of the Consultant. Proposals submitted in response to the request for a RFP must include the following items:

### A. **Qualifications**

1. Firm Qualifications: Submit a description and qualifications of the firm. Include:
  - Similar Project experience: Include reference to specific projects conducted by the firm that are similar to the subject project.
  - References: Provide the name and telephone number of at least three references for similar projects that can attest to the quality and effectiveness of the Consultant's work.
2. Qualifications of Project Manager and key personnel that will be involved in the project: Describe the background and experience of the individuals who would actually perform the services, in:
  - Making recommendations, comments, calculations and specifications regarding undergrounding projects and other relevant street design projects
  - Include the professional license number(s) of those individuals that are proposed to be involved in the project.
  - Producing Bid Documents for similar undergrounding projects.
  - Responding to RFIs, review of submittals, and construction change orders.

### B. **Project Approach**

1. Project approach: Please describe the project approach in order to meet budget and schedule expectations.
  - Project issues- Identify any particular problems and design issues and options that the consultant may investigate in order to provide a safe, effective and efficient project
  - Description of tasks- Describe the tasks that Consultant will require to develop. The description should include a detailed scope of the services expected to be performed.

### C. **Other Requirements**

The Consultant is required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are attached hereto. The Consultant should carefully review the ACS

and IR, and indicate their willingness to accept the terms and conditions set forth in these documents, by stating so, within their response to this request for a RFP.

## **VI. Selection Criteria, Process and General Conditions**

### **A. Selection Process**

A consultant selection committee will assess and rate the Consultants' proposals based upon the following criteria:

- Responsiveness to the RFP
- Qualifications of individual to be assigned to this project
- Experience and demonstrated success of the Consultant in preparing similar evaluations
- Evidence that the Consultant understands the project purpose and requirements
- Consultant's approach to the project
- Demonstration of commitment to project and ability to deliver the finished product on time

The consultant, which the City in its sole discretion, has determined to be the most qualified to perform the Plan Review Tasks and additional construction support services will be identified as the top rated consultants. The top rated consultants will be asked to make a presentation of their proposal to the selection committee on Friday, October 16th, 2015. The Consultant's key staff that would be assigned to the Project or Project Manager will be required to attend the interview. Based on the results of the interview, a contract will be negotiated with the highest rated proposer. If agreement cannot be reached, negotiations with other proposers, in order of their respective final ratings will be conducted until tentative agreements can be reached.

### **B. Questions Concerning the RFP**

Please contact Aleida Andrino-Chavez ([achavez@albanyca.org](mailto:achavez@albanyca.org)) or by phone at (510)528-5759 if you have questions or need additional information about the proposal requirements. A written summary of questions and answers will be sent to all potential proposers who were mailed the RFP, and will be posted on the City's website.

### **C. Pre-Proposal Meeting**

No pre-proposal meeting is scheduled for this project. Please submit your questions via email to Aleida Andrino-Chavez at [achavez@albanyca.org](mailto:achavez@albanyca.org). Questions will be published on the website in the RFP section under Marin Utility Undergrounding and Buchanan Marin Bikeway Phase III.

### **D. Process**

#### **1. Submit RFP:**

- RFP is due by 7:00 PM, on Monday, October 12th, 2015
- RFP must be sent to:  
**Nicole Almaguer, City Clerk**  
City of Albany  
1000 San Pablo Avenue



Albany, CA 94706  
510-528-5759  
[nalmaguer@albanyca.org](mailto:nalmaguer@albanyca.org)

## **2. Format and Number of Copies**

Consultant teams must submit three (3) copies and one (1) electronic copy of their response to this RFP. Submissions on 8½ by 11-inch paper or 11 by 17-inch paper are preferred to simplify copying. The City reserves the right to make all submissions available to the public pursuant to legal requirements.

## **3. Consultant Selection Schedule**

The City anticipates that a consultant will be selected by October 23, 2015 and that a contract for services will be negotiated and executed by November 2nd, 2015. The consultant will be expected to commence its services immediately upon contract execution.

## **4. General Conditions**

1. Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP.
2. The City reserves the right to:
  - Waive minor irregularities.
  - Modify or cancel the selection process or schedule at any time.
  - Negotiate with the second choice Consultant if it is unable to negotiate an acceptable contract with the first choice Consultant within a reasonable period of time.
  - Reject any and all proposals, and to issue a new request for proposals when it is in the best interest of the City to do so.
  - Seek any clarification or additional information from Consultants as is deemed necessary to the evaluation of a response.
  - Judge the veracity, substance, and relevance of the Consultants' written or oral representations; including seeking and evaluating independent information on any of the Consultants' worked cited as relevant experience.
  - Contract with separate entities for various components of the services.
3. All expenses related to any Consultant's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Consultant. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
4. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's

conflict of interest policies, including disclosing any work for the applicant in other communities. Further, the City expressly reserves the right, at its sole discretion, not to utilize the selected consultant on a particular project, if the City believes that there is a potential public perception of a conflict of interest that could undermine the credibility of the work to be performed.

**Attachments:** 95% Draft Plans – Marin Utility Undergrounding and Buchanan Marin Bikeway Phase III.  
95% Engineer’s Estimate  
Agreement for Consultant Services  
City of Albany Insurance Requirements.