

# City of Colusa

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SEPTEMBER 15, 2023

## RE: REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

The City of Colusa, California is pleased to invite your company to participate in the solicitation process for construction administration and inspection services for the Walnut Ranch Water Main Line and Project. The details of the requested service are provided in the Request for Proposals that follows.

If you are interested in participating, please forward three (3) hard copies of your proposal or PDF email to:

Jesse Cain  
City Manager – City of Colusa  
425 Webster Street  
Colusa, CA 95932  
[citymanager@cityofcolusa.com](mailto:citymanager@cityofcolusa.com)

All submissions must be received by the City no later than 4:30 pm on October 15<sup>th</sup>, 2023. No late postmarks will be accepted. The proposals must meet all requirements listed in the attached RFP, or otherwise may be deemed ineligible.

If you have any questions or require further information, please contact Jesse Cain at (530) 458-4941. Thank you for your anticipated interest.

# CITY OF COLUSA



## REQUEST FOR PROPOSAL

Construction Administration

## **WALNUT RANCH WATER MAIN LINE AND SERVICES PROJECT**

<b>Release Date:</b>	09/15/2023
<b>Submittal Date:</b>	10/05/2023
<b>Contact Person:</b>	Jesse Cain, City Manager

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## I. INTRODUCTION

### **a) Description of the Project**

The Walnut Ranch Subdivision was constructed in two phases in the early 1970's. It consists of 73 single family home lots, and is located adjacent and west of Wescott Road near the south edge of town, (see attached location map). Currently the subdivision has full street and water infrastructure improvements, but the residents do not have public sewer. This project proposes to abandon the existing water system in place and install new public water main lines, and services lines to each home, including meters, and reconnect each home to the at the existing service directly after the water meter. The City previously received funding through an SRF grant to perform the planning, and engineering design of the project. The City has just received the construction funding approval to move forward with construction and anticipates sending the project out for bid very soon.

### **b) Purpose of Request**

The City desires to contract with an experienced firm to conduct construction administration and inspection services of the project installation and record drawings to ensure that the project moves smoothly, with limited change orders and coordination with the residents on the installation of the improvements.

## II. NATURE OF SERVICES REQUIRED

### **a) Scope of Services**

The City of Colusa (the "City") is seeking a consultant that can not only provide the typical qualifications necessary to perform this work but can also provide pro-activeness, collaboration and coordination between the residents and the construction contractor for the work being done on private property.

Outlined below is the scope of work that will guide the development of your proposal. This outline is not necessarily all-inclusive, and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the work. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

**Task 1: Administration:** The consultant shall coordinate and conduct all meetings related to the project including but not limited to pre-job kickoff meeting, weekly construction meetings, monthly progress payment meetings, and any on site specific meetings as necessary. All meetings shall have meeting notes documenting the discussions and action items. All prescheduled meetings shall have written agendas. It's up to the consultant as to the time and location. The City of Colusa City Hall conf. room can be scheduled if desired. Review any potential claims. If any are received, review them and make recommendations.

**Task 2. Progress Payments, Contract Change Orders, Requests for Information, Field Directives, etc...:** The consultant team shall be responsible for working with the contractor to produce progress payments that are in line with the acceptable work accomplished each month. Any contract change orders shall be produced by the consultant and a written description of the necessary change, a cost analysis of any alternatives considered, and detail of the cost changes either by item or work description so that the City Manager may evaluate the cost change impacts to the project. All field directives not resulting in any cost changes to the work shall be produced in writing. All Requests for Information produced by the contractor shall be routed through the consultant team to the City for response. Consultant shall keep an up to date and accurate log of CCO's, RFI's and FD's.

**Task 3: Construction Inspection:** The consultant team shall provide an experienced on site inspector, whom has experience with water main line,

services laterals, and excellent communication skills to help facilitate work that takes place on private property to connect the residents homes to the new water system. It's assumed this project will take 120 working days to complete, and that the construction inspector will be available to be on site the entire time. The proposal cost herein for inspection services shall include prevailing wages, travel time, per diem and any other costs associated with the inspection services under a single hourly rate for inspection services.

**Task 4:** Pre and Post Project Photos: The consultant team shall produce a data base of pre and post project photo's in particular on each of the 73 lots where water service lines are going to be installed. The City shall have and be responsible for the collection and approvals from the home owners for temporary construction easements. The photo data base of each lot prior to the installation of improvements is an important historical reference which all parties can recall as may be necessary from time to time.

**Task 5:** Project Close Out: Consultant shall prepare in conjunction with the construction team and Owner all punch-lists and monitor the completion of the punch-lists by the Contractor. Coordinate and receive all close-out items including as-built drawings, operation and maintenance manuals, and warranties as required. Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project. Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.

## **b) General RFP Requirement**

**Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name, cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly “not to exceed” amount. The City of Colusa may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking.

**Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP.

**Disadvantaged Business Enterprise Certified Small Business.** Pursuant to Department of Transportation policy and 49 CFR Part 23, the City supports the participation of DBE/MBE and Certified Small businesses in the performance of contracts financed with state and federal funds under this RFP. Consultants shall make an effort to involve DBE/MBE or Small businesses in this project.

### **c) Contents of Proposal**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for the City of Colusa, in conformity with the requirements of the RFP.

The proposal shall demonstrate qualifications of the firm and its staff to undertake this project. It shall also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

1) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.

2) **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.

3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:

a) Detailed work plan identifying the major tasks to be accomplished relative to the requested tasks and expected product as outlined in this RFP.

b) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.

c) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members.

d) Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task.

e) List of client references for similar projects described within the RFP.

4) **Signature.** Proposals shall be signed in ink by an authorized member of the firm/project team.



### III. Implementation Schedule

#### **a) Consultant Selection Schedule**

- Request for proposals issued: September 15th, 2023
- Deadline for RFP Clarifications/Questions: September 28<sup>th</sup> 2023
- Due date for proposals: October 5<sup>th</sup> , 2023, at 4:30 PM
- City review completed: October 12<sup>th</sup> , 2023
- City council contact approval: October 19, 2023
- Commence services: to be determined

### IV. Submittal Information

#### **DELIVERY OF PROPOSALS**

Proposals may be submitted in a sealed envelope plainly marked on its outside with "Walnut Ranch Water Main Line, and Services Project" or PDF to the City Manager. Proposals shall be received until 4:30 pm local time on 09/05/2023 at the City of Colusa Office, 425 Webster Street, Colusa, CA 95932.

Mr. Jesse Cian, City Manager  
425 Webster Street  
Colusa, CA 95932  
[citymanager@cityofcolusa.com](mailto:citymanager@cityofcolusa.com)  
530.458.4941, extension 105

All proposals received by **4:30 p.m. on 10/15/ 2023** will be given equal consideration. Minority, women-owned and disadvantaged business enterprises and Small Business enterprises are encouraged to apply.

Proposals should not exceed 30 pages; including any supporting material, charts, or tables.

Facsimiles will not be accepted. Proposals received after the stated date and time, or at a different location, will not be accepted for consideration.

## **V. Evaluation and Selection Process**

### **a) Review of Proposals**

Proposals will be reviewed and evaluated by a committee of City Staff. Based upon the proposals submitted, the committee will select the proposal which best meets the City's requirements.

### **b) Evaluation Criteria**

Evaluation considerations will include the following:

- 1) Responsiveness of the proposal in clearly stating the understanding of the work to be performed in demonstrating the intention and ability to perform the work.
- 2) Cost. Cost will be a primary factor in the selection of a consulting firm.
- 3) The consultant's related experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 4) Specific qualifications of the consultant's project manager and key staff's experience related to the work. The consultant's understanding of the project scope and knowledge of local/regional issues.
- 5) The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques The consultant's current workload, availability of key personnel, and record of past performance

- 6) The consultant or subconsultant is documented as a Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) or Certified Small Business.

The City reserves the right to utilize additional services of the selected consultant in specialized areas as appropriate.

Notification of acceptance or rejection by the City will be made to all firms.

The City of Colusa reserves the right to waive informalities and to reject any and all proposals. This RFP does not commit the city to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services. The city also reserves the right to waive minor irregularities in any proposal.

The City of Colusa reserves the right to negotiate with any qualified source or to cancel in part or in it's entirely this RFP 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 costs, technical or other information that may result from these negotiations.

As appropriate, indemnification provisions will be incorporated in the agreement that will be executed between the provider selected and the city.

## **VI. Contract**

### **a) Agreement for Services**

The successful offer shall be required to enter into an Agreement of Services with the city of Colusa. The scope of work, terms and conditions, and other express requirements set forth in this RFP shall be incorporated by reference into the actual executed Agreement for Service upon award. Where there is a conflict between the terms of the Agreement and the express, stringent, or particular terms set forth in the RFP, the provision or requirement set forth in the RFP shall control.

### **b) Insurance Requirements**

Selected firm must provide a certificate of endorsement naming City of Colusa as additional insured complying with insurance requirements listed in the attached Sample Agreement.

**ATTACHMENT A**

Project Location Map

**ATTACHMENT B**

Agreement Template

