

FEBRUARY 14, 2018

CITY OF CLEARLAKE



Request for Proposals (RFP)

The City of Clearlake is pleased to invite you to respond to a
Request for Proposal for the

COUNTRY CLUB DRIVE PAVEMENT REHABILITATION DESIGN PROJECT

Proposals must be received no later than
3:00 p.m. on March 8, 2018

City of Clearlake
14050 Olympic Drive
Clearlake, CA 95422
(707) 994-8201

1 PROJECT INFORMATION

Introduction

The City of Clearlake has prepared this Request for Proposal (RFP) to retain an experienced and qualified design firm (Consultant) to assist with planning, design, and engineering for improvements for Country Club Drive. The goal is to have the design and engineering contract awarded March of 2018 to enable the City of Clearlake to award the construction contract in FY 18/19.

Preliminary Documents

The City has the following preliminary documents to assist in the design of this Project for your use if you are selected:

- Topographic Survey
- Preliminary Cost Estimate
- Preliminary Plan & profile
- Pre-design Photos

Exhibits

Exhibit A – Sample Agreement for Professional Services

Exhibit B – Conceptual Plans & Project Vicinity Map

Site Information

Country Club Drive is located in the City of Clearlake at the Northwest end of Clear Lake and is approximately 70 miles northwest of Sacramento and 60 miles northeast of Santa Rosa, CA.

Existing Facility

The existing road is between two major collectors; Lakeshore Drive and Arrowhead Road. The existing road surface shows signs of distress due to poor drainage, steep grades, and continual, heavy vehicle loadings of garbage and other commercial trucks. The existing cut slope (West side) is about 1:1, the existing fill slope (East side) is about 1.5:1. There is storm water run-off damage to the fill slope. The existing roadbed is only about 22 feet wide.

Description of Project

The City of Clearlake has identified road rehabilitation needs along Country Club Drive (approximately 1300 feet) and Kings Lane (approximately 200 feet). The City anticipates that the rehabilitation would include a full width grind and replace with a full depth asphalt concrete. The cross-slope of the new road would need to be constructed so that storm water runoff will drain toward the cut slope and collected in an AC dike. Drainage improvements are anticipated to be a new storm drain system on Country Club that would tie into existing storm drain systems at the intersections of Lakeshore Drive and King Street.

Environmental & Cultural Documents

The City anticipates that the environmental clearance will be a "Categorical Exemption". The City has determined that a "Cultural Assessment" will not be required.

2 SCOPE OF WORK

The scope of work for consultant services includes the following tasks:

- a. Meet with City staff and visit the project site to gain a complete understanding of the existing conditions and needs for preparing the preliminary and final plans and specifications for the project.
- b. Provide bid and contract support for City staff including distribution of the bid documents to contractors and the Builder's Exchanges during the bidding period. Provide up to 20 sets or prints and bound bid documents for the bid process, and provide the contractor with up to 5 sets of prints of the project plan and specifications. In addition, provide bid assistance to the City to answer any questions that may arise during the bidding phase, prepare any bid addenda that may become necessary and prepare an award recommendation to the City Council.
- c. Prepare a detailed engineer's estimate of the probable construction cost. The consultant shall provide a detailed project schedule including milestones and deliverables.
- d. Coordination with utilities companies. The consultant will coordinate with outside utilities companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. This task will include writing letters to local water companies, County sewer districts, PG&E, and AT&T informing them of the project and requesting their facility drawings if necessary.
- e. Review plans, drawings, reports, and other documentation provided by the City. Plans must be prepared by persons licensed by the State of California to undertake the type of design work required by the Project (engineer's certificate number to appear on construction contract design documents).
- f. Perform geotechnical characterization as needed to support engineering design.
- g. Develop a detailed concept plan 30% submittal that includes: schematic drawings of major project elements, outline specifications of materials, and project cost estimate. Plans, technical specifications, document and drawings shall be provided in print and electronic formats, including CAD files. All such documents shall be the property of the City of Clearlake and shall be made available to the City upon request. Plans, technical specifications, document and drawings shall be provided to the City in 11" x 17" hard copy and on CD or DVD in full sized and 11" x 17" PDF format. Specifications shall also be submitted in hardcopy and in PDF format.
- h. Prepare 60% design submittal (plans, specifications, estimates) and draft basis-of-design report.
- i. Prepare 90% design submittal (plans, specifications, estimates).

- j. Prepare final design submittal (plans, specifications, and estimates) that incorporates review comments on the 100% design submittal and is ready for construction advertisement.

Qualifications Statement of Requirements

Statement shall include the following:

- a. Information demonstrating the consultant understanding and approach to the project.
- b. Information which demonstrates that the Consultant's experience in designing this type of project.
- c. Identification of the personnel to be utilized for this project, including their qualifications and experience on similar projects.

Cost proposal

The consultant's proposal shall include a work estimate by phases of the work, the estimated hours of each project phase or task, showing the consultant's staffing level. The hourly rate for each staff position included in the work estimate or cost summary. The proposed cost for work completed by the consultant on this project should be a not to exceed amount. The cost proposal should include the name of the firm, and certification that the person signing the proposal is authorized to represent the firm, and authorized to sign a contract with the City of Clearlake.

3 GENERAL CONDITIONS

Consultant Selection Process

Written proposals submitted by the deadline will be evaluated by City staff based on experience and competence of the firm as it relates to the services, past records of performance with the City or with other public or private agencies including such factors as control of cost, quality of work, and ability to meet schedules, overall knowledge and understanding of the project, and the cost involved to perform the services. Although the City does not anticipate conducting interviews, it reserves the right to do so with the top-rated firms.

Depending upon the relative quality of the proposals, the City may elect to interview the two or three firms that in the opinion of the committee appear to be most capable of meeting the conditions of the project.

Based on the ranking, the City Manager or designee will enter directly into contract negotiations with the highest-ranked firm. The proposed Agreement for Professional

Services is contained in Exhibit B. The selected firm will be asked to submit a detailed cost proposal within one week of notification. If the City of Clearlake is unable to successfully negotiate a satisfactory agreement with the highest-rank firm, the City may commence negotiations with the remaining firms in order of their ranking.

The final Agreement for Professional Services will be submitted to the City of Clearlake City Council for review and approval.

Deadline for Delivery of Proposals

The deadline for submission of proposals is 3:00 p.m. on March 8, 2018. Proposals arriving after the deadline will not be considered.

Contact Information

The contact for questions or additional information regarding this RFP is:

Gene Harris, Construction Manager
14050 Olympic Drive
Clearlake, CA 95422
(707) 994-8201 Ext. 116
geneharris@clearlake.ca.us

Requests for Supplemental Information

The City of Clearlake reserves the right to require the submittal of additional information that supplements or explains proposal materials.

Rejection of Proposals

The City of Clearlake reserves the right to reject any or all proposals.

Reimbursement of Costs

No reimbursement whatsoever will be made by the City of Clearlake of any costs incurred by consultant candidates related to the preparation or presentation of proposals.

4 SELECTION CRITERIA

Consultant proposals will be reviewed by City staff. Proposals should contain information sufficient to enable City staff to properly evaluate the competence and qualifications of the consultant for achieving the project objectives. Proposals will be evaluated based on the following criteria:

- Understanding of project objectives.
- Proposed project approach and staffing plan.
- Ability to provide high-quality, cost-effective consultation services.
- Comparable experience.

Proposals will be scored and ranked by the RFP Review Committee as follows:

Criteria	Total Points Possible	Score
Experience and competence of the firm as it relates to the services.	25	
Past record of performance with the Agency and other agencies. Record for control of cost quality of work and ability to meet schedules.	25	
Capacity of the firm to complete the work within the time limitations.	15	
Avoidance of personal and organization conflicts of interest.	15	
General understanding of the work to be performed and the overall approach to the services.	20	
TOTAL:	100	

5 PROPOSAL REQUIREMENTS

Proposals shall contain the following five items:

1. Introductory Letter:

The introductory letter shall be addressed to the contact identified in Section 3. The letter shall provide the Consultant's contact information, list any sub-consultants, and identify the offices where work will be conducted. The letter shall indicate proposed deviations and modifications, if any, to the Agreement for Professional Services contained in Exhibit A, with supporting rationale. The City of Clearlake will not consider changes to the agreement once consultant selection has been completed.

2. Statement of Qualifications and Experience:

The Statement of Qualifications and Experience (Statement) shall describe the Consultant's ability and capacity for successfully completing the project. The Statement shall identify the members of the Consultant's team and describe each member's role and responsibilities. The Statement shall include résumés of key staff and describe previous project experience relevant to this project. The Statement should explain how previous experience will enable the Consultant to deliver high-quality, cost-effective services. The Statement shall discuss the projected availability of key staff and how the Consultant will assure staff continuity and timely work performance. The Statement shall indicate the estimated number of hours each team member will work on the project. The Statement shall include at least three references (name and telephone number or e-mail address) for the Consultant and each sub-consultant.

3. Scope of Services:

The Scope of Services shall be attached to the Agreement for Professional Services (Exhibit A) with minimal modification.

The Scope of Services shall address the tasks identified in the Scope of Work section of this RFP. Other services which the consultant believes are applicable to the project may also be included. The Scope of Services shall be sufficiently detailed to provide the basis for preparing a cost proposal, if requested.

4. Project Schedule:

The Project Schedule shall also be attached to the Agreement for Professional Services (Exhibit B) with minimal modification. The Project Schedule shall be tied to the date of the execution of the contract with the Consultant, showing the anticipated completion times for each task.

5. Cost proposal

Please submit a cost proposal for all phases of the project. The city does not have a specific budget for this project. Local funds will be used to fund this project.

- Preparation of any permits that are required to implement the project do not need to be included as a cost.

Three copies of the proposal must be submitted to Gene Harris, Construction Manager, City of Clearlake, at 14050 Olympic Drive, Clearlake, CA 95422, **by 3:00PM on March 8, 2018.**

6 SCHEDULE

The following schedule indicates the anticipated dates for steps in the consultant selection process. The City of Clearlake reserves the right to modify this schedule as circumstances may require.

1. The RFP will be issued on February 14, 2018.
2. Consultant candidates may submit questions via e-mail to the contact listed below until 5 p.m. on March 1, 2018. A summary of all questions and answers and new or updated information related to this Request for Proposal will be distributed via e-mail on or around March 5, 2018 to candidates who have requested this information.
3. Consultant candidates shall submit proposals to be received by the City of Clearlake by 3:00 p.m. on March 8, 2018.
4. The RFP review committee expects to complete the review process within two weeks following receipt of proposals. All consultant candidates will be notified of the results.
5. It is expected that the selected consultant will be given notice to proceed on or around March 22, 2018. The consultant should be prepared to begin work on the project immediately thereafter.