



**REQUEST FOR PROPOSAL**  
**FOR**  
**ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

RFP responses to be received until

**10:00 A.M., August 26, 2019**

In the Office of the Public Works Department

**City of Stanton**

7800 Katella Avenue,  
Stanton, CA 90680-3162

ATTN: Allan Rigg, Director of  
Public Works / City Engineer

Approved for Advertising:

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Allan Rigg, P.E., AICP  
Director of Public Works / City Engineer

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## **SECTION I. GENERAL DESCRIPTION AND INTRODUCTION**

The City of Stanton, Public Works / Engineering Department is requesting proposals from qualified construction management firms to provide the City of Stanton with on-call construction management and inspection services.

Proposals must conform to the requirements of this Request for Proposal (RFP), and must be submitted in a sealed envelope, to the Department of Public Works no later than **10:00 a.m., on Monday, August 26<sup>th</sup>, 2019**. The City reserves the right to waive any irregularity in any proposal, or to reject any proposal that does not comply with this RFP. The City alone, using criteria determined by the City, will select the qualified firm and/or consultant.

The successful consultant will be required to enter into an agreement with the City, which will include the requirements of this RFP as well as other requirements to be specified at a later date. By submitting a proposal, the consultant agrees to all of the terms of this RFP.

## **SECTION II. PROJECT BACKGROUND**

The City of Stanton (City) has a population of approximately 39,000. Its boundary covers over 3.1 square miles (1,993 acres) of residential, commercial and industrial areas. The City performs several street improvements and street maintenance projects regularly to preserve and improve the integrity of City infrastructure in addition to various projects that are ready to advance into the construction phase.

## **SECTION III. SCOPE OF SERVICES**

The primary role of the inspector will be to inspect two upcoming Public Works projects. The first is an overlay project with a construction budget of \$1,300,000 with an estimate of 90 working days. The second will be a sewer repair project with a budget of \$1,000,000 with an estimate of 80 working days.

The Inspector's responsibilities may include, but are not limited to the following:

1. Attend a kick off meeting with the City, the Contractor and other agencies relevant to the assigned project, and any other necessary field meetings to ensure the project gets completed.
2. Review and approve all project submittals.
3. Ensure compliance of Underground Service Alert notification/delineation.

4. Review the construction schedule and enforce requirements for updating schedules and maintaining appropriate progress of the work.
5. Perform Public Works Inspector duties as describes in this Request for Proposal.
6. Maintain a daily log of construction project activity, tracks job status.
7. Submit progress reports as required.
8. Insure that all applicable utility rules, codes and safety regulations are complied with.
9. Inquire all facilities are constructed in accordance with applicable plans, specification and state and local regulations.
10. Conduct daily measurements of quantities of work with the Contractor.
11. Assist with the review and evaluation of change order work.
12. Notify contractors and the City of Stanton Public Works Department of non-compliance with the contract plans and specifications in a timely manner.
13. Report and documents safety and compliance infractions and unsafe work procedures. The inspector shall provide suggestions for safer alternative procedures or construction methods where appropriate.
14. Assist in preparing punch lists of uncompleted work, non-conformance reports and deficiency notices.
15. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
16. Conduct and generate minutes of all field meetings.
17. Closely monitor testing results and require the Contractor to provide corrective measures to achieve compliance.
18. Assist in the coordination with the City of Stanton and stakeholders throughout the project.
19. Schedule final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; recommend final acceptance.
20. Certify as to the acceptability of each project upon its completion.

21. Upon project completion, provide the finished set of project workbooks to the City.

#### **SECTION IV. PROPOSAL SUBMISSION REQUIREMENTS**

The Department has established requirements for the proposal format. Proposals shall be submitted in a sealed envelope. All pages shall be duplex copied.

##### **Four copies of the proposal must be submitted containing the following elements:**

1. **Cover Letter** Submit a cover letter signed by an individual authorized to obligate the Proposer to fulfill the commitments contained in the proposal. The letter must include: (1) a contact for all communications pertaining to the proposal (including the firm's name, address, name of contact person, contact's e-mail and direct phone number); (2) a statement of the Proposer's understanding of the scope of services to be provided and overall ability and qualifications to conduct the work and provide services as it relates to key points of the RFP.
2. **Firm Structure and History** Include the firm's experience managing on-call contracts that are similar in magnitude and scope, key personnel and structure (organization chart), credentials, background, and ownership of the firm. Include the firm's previous experience with providing on-call Public Works Inspectors.
3. **Key personnel** List qualifications of personnel with resumes and a breakdown of responsibilities. This section shall include the professional and technical experience, background, qualifications and any professional licensing/certifications obtained. Sufficient information shall be provided to evaluate the ability and experience for each inspector to successfully fulfill their roles.
4. **Reference List** Provide at least three (3) government agency references that may be contacted for verification of the respondent's experience and qualifications. References shall include name and contract information for jurisdiction including full name, title, address, phone number, brief description of project and relevance to the scope described in this Request for Proposal.
5. **Fee schedule** Include with the submittal but in a separate sealed envelope, the proposal shall include:
  1. A table indicating total costs for previously completed projects that are of similar scope to those described in this Request for Proposal.
  2. Billable hourly rates of personnel that will be involved in the contract.
  3. Cost for each project based on working days estimated.

## **SECTION V. SELECTION CRITERIA**

The proposals will be evaluated on the following factors, but may not be limited to just these factors:

### **Staffing Capabilities / Technical Competence**

Candidates shall have knowledge of the principles and practices of engineering as related to design, construction and maintenance of streets, sidewalks, drainage and other public facilities, as well as an understanding of the practices, applicable laws and state permits associated with storm water treatment and pollution prevention; the methods and materials used in the testing of construction materials; the laws, codes and standards applicable to public works construction. The inspector must have the ability to make sound decisions and communicate with others and to assimilate and understand information in a manner consistent with the essential job functions.

### **Past Performance Record**

Experience in completion of projects of similar scope for other agencies within Southern California is desirable. Efficiency and timeliness in completion of project requirements.

### **Approach to Work**

Methodology to be implemented to address and coordinate the various elements within the project.

### **Cost Control**

Demonstrated ability to provide innovative and reliable solutions using available City resources.

## **SECTION VI. SELECTION PROCESS**

Selection of the consultant will be made in accordance with the provision of Chapter 10 of the California Government Code, Sections 4526 and 4529.5. Stating that selection of professional services is made on the basis of competence and qualifications without regard to fee. The fee will be opened and evaluated after selection of the consultant is complete.

Each RFP will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP will be cause for rejection of the proposal. The City may reject any proposal if it is conditional, incomplete or contains irregularities. The City may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the consultant from compliance with the contract requirements if the consultant is awarded a contract.

The successful consultant to whom work is awarded shall, within ten (10) days after being notified, enter into a contract with the City for the work in accordance with the

specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful bidder to execute the contract within said ten (10) days shall be just cause for the City to contract with the next responsible consultant.

The City may select multiple firms and or consultants to perform on call work based on availability of consultants and need for an inspector.

## **SECTION VII. SUBMISSION DEADLINE**

**In order to be considered, the Consultant must submit four responses to the RFP to the following office:**

*Attention:* Allan Rigg, P.E.  
Director of Public Works / City Engineer  
City of Stanton  
Department of Public Works  
7800 Katella Avenue  
Stanton CA 90680-3162

The proposal must be received at the above office no later than the date listed on the cover.

There is no expressed or implied obligation for City to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.). Any language purporting to render the entire proposal confidential or propriety will be ineffective and will be disregarded.

The City reserves the right to retain all proposals submitted, and to use any idea in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly, and specifically noted in the proposal submitted and confirmed in the contract between the City and the selected firm.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the City.

## **SECTION VIII. REQUEST FOR ADDITIONAL INFORMATION**

To receive any written responses to Requests for Information or other addenda issued by the City to be made a part of this Request for Proposal prior to the submittal date

please e-mail contact information to: arigg@ci.stanton.ca.us

#### **SECTION IX. TAXES AND LICENSES**

All taxes and licenses, including, but not limited to, a Stanton City Business License, required for this work shall be obtained at the sole expense of the consultant.

#### **SECTION X. INSURANCE**

Before the City executes a contract, the selected firm shall furnish the City a certificate evidencing Workmen's Compensation Insurance with limits no less than \$1,000,000 per accident and Comprehensive Professional Liability Insurance or General Liability Insurance with limits no less than \$2,000,000 per occurrence. The City shall be named as the Additional Insured. Certificates of Insurance must be accompanied by the applicable endorsements for the specific insurance policy.