

INLAND VALLEY DEVELOPMENT AGENCY (IVDA)

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

THE PERFORMANCE OF PRELIMINARY ENGINEERING AND PREPARATION OF ENVIRONMENTAL DOCUMENTS AND PLANS & SPECIFICATIONS RELATED TO ROADWAY AND PARKING AREA INFRASTRUCTURE IMPROVEMENTS AT AND AROUND BUILDING NOS. 56 AND 673 AND PROVIDE CONSTRUCTION MANAGEMENT SERVICES

FUNDED BY:

**US DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)
GRANT NO. 07-49-05922**

May 11, 2007

PROJECT DESCRIPTION

The Inland Valley Development Agency (IVDA) invites the submittal of a Response to Request for Qualifications (RFQ) from consultants interested in providing engineering and essential environmental professional services for the subject project. The IVDA now desires to improve their existing roadway and parking infrastructure at and around Building Nos. 56 and 673 and acquire Construction Management Services overseeing said improvements. The road improvements will include widening and restriping:

- Del Rosa Drive from Third Street to Harry Sheppard Boulevard.
- Harry Sheppard Boulevard from Del Rosa Drive to Leland Norton Way.
- Leland Norton Way from Harry Sheppard Boulevard to Third Street.
- Rialto Avenue from Del Rosa Drive to Leland Norton Way.

The parking lot improvements will include a new parking located West and South of the existing parking lot facility, including landscaping, signage, and monument signage. At the direction of IVDA, monument signage may include and incorporate certain water features to be designed by the consultant. The consultant must also be qualified to design a one (1) to four (4) level parking structure on top of the existing parking lot or in vacant West or South sections (see attached map). This includes capping and demolishing a well next to Airport Express restaurant located on Del Rosa Avenue. This will free up more parking area land. The consultant must also be qualified to perform the necessary Construction Management Services. To accomplish this, approvals for these projects will require the clearance of the project through the California Environmental Quality Act (CEQA). These improvements are likely to involve careful and timely coordination with existing tenants and land development projects adjoining these particular streets. The selected firm will design, create plans and specifications, and manage construction in accordance with an EDA Financial Assistance Award regulatory requirements.

For this effort, the IVDA will retain one consultant to prepare all necessary documents leading up to and including Plans, Specifications, and Estimates (PS&E) and Bid Package for each individual project. This work includes the necessary environmental documentation. The IVDA would like to begin design by July 16, 2007 and complete construction by June 1, 2008. IVDA does not have estimate for design and construction management. For your information, a copy of the Airport Layout Plan is included.

The design, environmental work and total cost for these improvements includes the right of way and utility relocations.

Quality Control & Project Construction Management

Consultant will ensure that the project is being designed and products developed, in accordance with Consultant Quality Assurance Procedures. Change orders will not be generated by the consultant, and rework will normally be the responsibility of the consultant, assuming that their efforts resulted in plan revisions. There will also be the need to coordinate with the City of San Bernardino, San Bernardino Municipal Water Department, and other utilities, existing tenants, land developers, and others. The consultant will keep good records, provide bi-weekly progress reports, generate meeting minutes, and related items. The consultant will keep time records and provide monthly invoices/progress reports.

Data Collection

Consultant will collect existing as-builts, documents, and other information pertinent to this proposed project. Design elements and information concerning land development (adjacent to the project), local standards, build-out criteria, utilities and related items will be performed by the consultant in a timely manner.

Preparation of Necessary Planning/Funding Documents

Consultant will prepare project documents, as needed, for planning requirements, funding procedures (U.S. Department of Trade and Commerce Economic Development Administration), and agency authorizations in a timely manner. Consultant will, as directed, submit these documents to the appropriate entities and follow up for the most timely and positive response.

Surveys/Base Mapping/Utility Search

Purpose: To collect survey data, mapping, and utility information necessary to develop base plans that shall be utilized in the presentation of alternatives.

Approach: The project mapping and design shall be done in English units. Consultant shall prepare design level mapping of the project area described above at 1-foot equals 50 feet with 1-foot contour intervals in accordance with Caltrans standards for design level surveys. The above-referenced mapping shall extend sufficiently to show impacts to adjacent right-of-way and local streets. Consultant will utilize the new mapping to create a reference base with individual plan sheets

Consultant shall request maps and records from utility owners with facilities within the project limits and field verify the major utilities that are impacted. Major utilities shall be plotted on the project base sheets from the results of this record search and verification. High-risk utilities, as defined by the IVDA, shall be identified. Potholing for identification and/or verification purposes is considered to be within the scope of work. Consultant shall identify the anticipated number of potholes for the project.

Product: Base Mapping and potholing and positive (x, y, and z) location of utilities.

Construction Traffic Impact Analysis

Purpose: The purpose of the traffic impact analysis is to document construction traffic conditions resulting from this specific project and prepare the applicable Maintenance of Traffic Review (“MOT”). The MOT recommendations must be approved by the City.

Approach: The approach is consistent with City guidelines for construction traffic impact analysis. Previous traffic analysis will be used as a basis for such efforts.

Product: Approved MOT plan for inclusion in the PS&E and Bid Package.

Right-of-Way

Purpose: To identify any right-of-way impacts on appropriate engineering plans.

Approach: Based on the preliminary geometric plans, right-of-way impacts shall be documented for each alternative for review and approval by Inland Valley Development Agency. Potentially impacted areas shall be reviewed to assess the likely degree of impact (full or partial take, severance, etc.). Consultant shall work closely with IVDA staff and other stakeholders on estimates for the right-of-way acquisitions to prepare proper project budgets. Right-of-way delineation shall be based on record information. Individual parcel maps, preliminary title reports, and appraisals shall be included.

Products: Right-of-Way Delineation on Layout Plans and Right-Of-Way Data Sheets (including right-of-way and utility relocation costs).

Drainage

Purpose: To identify drainage impacts and determine the drainage improvements required by the various alternatives including storm water runoff treatment facilities.

To identify the major storm drain improvements affecting the project.

Approach: Preparation of a Storm Water Data Report (“SWDR”) is required as part of this task. Preparation of the SWDR will define the appropriate types of Best Management Practices (BMPs) for the project. Costs for the BMPs shall be identified including any additional right-of-way as may be required.

Local roadway drainage and off site drainage affecting the roadway shall be identified. Gross acreage calculations for the tributary drainage areas shall be identified. Major drainage facilities will be set based on these tributary areas for project budgeting purposes. Final hydraulic analysis for the storm drain will be performed for the project.

Product: Identification of Major Drainage Improvements on Engineering Plans and Inclusions of Drainage Improvements in Cost Estimates and delivery of the SWDR.

Geotechnical Investigation

Purpose: Geotechnical investigation for the project will be performed.

Approach: Previous Geotech data can be used, if the City and the IVDA find that it is sufficient. The consultant shall investigate Geotech conditions and make recommendations for the structural sections of the roadway and related improvements. Such recommendations are subject to the review and approval of the City before they are used in the design process.

Product: A geotechnical report shall be prepared and delivered documenting the findings and recommendations from this investigation. The report shall identify the detailed design investigations that will be required for the project.

Environmental Documentation

Purpose: Conduct the required environmental studies needed to obtain environmental clearance for, but not limited to, biological studies including special surveys for endangered species as may exist, cultural studies, hazardous wastes, noise and air quality studies based on the results of the Traffic Impact Analysis, and other studies as may be required under CEQA. Consultant shall propose the various studies as may be anticipated for the approval of this project through the CEQA process. It is hoped that a CEQA document will be sufficient, but the consultant shall investigate this possibility in cooperation with the IVDA and the City.

Approach: Prepare the necessary documentation and field surveys (if necessary), conduct sound and noise testing (if necessary), review literature on culturally significant elements that may exist at the site, and other such studies and tests to satisfy the requirements of CEQA. Previous environmental work done in the area will serve as a basis for this effort.

Product: Environmental document sufficient to clear the project.

Plans, Specifications and Estimate including Complete Bid Package

Purpose: Consultant shall develop Plans, Specifications, and Estimates (PS&E), including a detailed engineering layout of the proposed project, utility relocations, environmental mitigation that is to be engineered, and all other applicable elements.

Approach: The study shall include sufficient discussion to identify all engineering related matters. The consultant shall also take into account the condition of approval items related to street improvements on this corridor.

Product: Complete PS&E and Bid Package approved by the IVDA and EDA.

CONSTRUCTION MANAGEMENT SERVICES

A. Design Review Phase: All activities required to undertake and accomplish reviewing the project design.

1. Set up and maintain project files for the design phase in accordance with IVDA's requirements.
2. Conducting and/or attending meetings and design conferences to obtain information and to coordinate or resolve design matters. Preparation of meeting minutes is also included in this task.
3. Reviewing engineering data and undertaking field investigations; overseeing geotechnical engineering, engineering, and special environmental studies.
4. Preparing necessary reports and recommendations.
5. Reviewing detailed plans, specifications, and cost estimates. Reviewing necessary copies of engineering drawings and contract specifications.

6. Preparing an initial detailed schedule that shows milestones and activities for the project. Monitoring and updating this schedule on a biweekly basis to identify project status and potential schedule slippage.
7. Prior to advertisement, conducting review of plans, specifications and engineer's estimate for clarity, compatibility, and providing changes in same for minimizing contractor change orders and extra work claims. This includes a Value Engineering review of the plans to identify changes that would benefit the project from a constructability standpoint, potential cost savings, and construction phasing.
8. Reviewing applicable IVDA General Provisions and boilerplate contract documents to identify conformity and changes where cost and savings can be realized without affecting the quality of the final work project.

B. Bidding Phase: Assisting IVDA staff in advertising and securing construction bids, analyzing bid results, furnishing recommendations on the award of contracts, and reviewing contract documents. This task includes assisting IVDA staff in a non-mandatory Pre-Bid Conference.

C. Construction Phase: Providing consultation and advice to IVDA staff during all phases of construction and coordinating construction activities with IVDA staff.

1. Set up and maintain project files for the construction phase in accordance with IVDA.
2. Representing the IVDA at construction meetings and attend IVDA Board and Committee meetings as needed.
3. Assist the IVDA in Contractor-Agency partnering.
4. Maintain Certified Payroll records in compliance with Davis Bacon prevailing wage requirements.
5. Conduct interviews with contractor employees to comply with Davis Bacon prevailing wage requirements.
6. Provide daily on-site construction management and periodical progress inspections. Provide Inspector's Daily Diaries and a Weekly Diary of work completed.
7. Conduct weekly construction progress meetings and prepare minutes and distribute to the affected parties.
8. Observe and/or review performance tests required by specifications.
9. Perform construction survey and staking.
10. Provide soils and physical testing if necessary.

11. Review, prepare, and provide recommendations for contractor-submitted contract change orders and extra work to the IVDA staff. Negotiate construction claims with the contractor.
12. Determine amounts owed to contractors and assist the IVDA in the preparation of payment request for amounts reimbursable.
13. Prepare contractor punch list for compliance with contract plans and specifications which identifies work to be completed by the contractor prior to final acceptance by IVDA.
14. Conduct final project inspection.
15. Close out project and submit a final report on the completed project to the IVDA including the submittal of all files and back-up documentation.

RFQ ORGANIZATION AND CONTENTS

The Response to RFQ may be organized in any manner the consultant wishes. It should include the name and location of the designated project manager and a general organization chart showing the names of the key personnel to be assigned to the project. The project manager, or his authorized representative, shall be available to the IVDA throughout the duration of the contract.

In addition, to be considered responsive to this request, the following information shall be included within the submitted proposal:

- Company profile including contact information (brief).
- Company Information Sheet completed with respondent's company information and a completed Subcontractor Information Sheet for each subcontractor respondent shall employ to assist with this project. (Not counted as part of the page limit.)
- Location of the proposed office of work (brief).
- Prime consultant description of the firm's history and operations especially as it relates to work in the area (no more than one page).
- Relevant firm experience on similar projects dealing with multi-agency jurisdictions in the past three (3) years (no more than two (2) pages).
- Proposed Project Organization and staffing – name the proposed project manager, additional key team staff, and subconsultants (no more than two (2) pages).
- Resumes of Key Personnel outlining relevant experience. (Not counted as part of the page limit).
- Provide list of recent and relevant experience of the project manager and other key staff members relevant to similar projects and projects in the area, including those in Caltrans District 8 and in the cities that are members of the IVDA Joint Powers Authority. [Any change to the proposed project manager and other staff critical to the success of the assignment shall require the prior written approval of the IVDA. The proposer shall acknowledge this requirement in its proposal.]
- Availability of project manager and key staff for this effort (brief).

- Five (5) recent (past three (3) years) references for the project manager for similar work in San Bernardino or Riverside counties (brief).
- A brief description of the subconsultant's experience related to that portion of the project for which the subconsultant will be responsible (brief).
- Subconsultant key personnel and resumes for subconsultant personnel (resumes are not counted as part of the page limit).
- Provide a discussion of the project approach to deliver the scope of work and the key tasks that will be required to deliver the project. Include discussion of unique methods or techniques, which could result in time savings during design and/or savings in construction cost (not more than four (4) pages).
- Schedule for completion for the project. State the assumptions used.
- Overall discussion (effort, general tasks, and general schedule) and commitment by the consultant to get assigned projects to a point of bid advertisement.

INSURANCE REQUIREMENTS

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the IVDA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

SUBMISSION REQUIREMENTS

- A. All submittals shall be received at the following address no later than 2:00 P.M. on Monday day, June 11, 2007.

Submit Request for Qualifications To:

Inland Valley Development Agency
 294 S. Leland Norton Way, Suite 1
 San Bernardino, CA 92408
 Attn: Ms. Kelly Berry, Clerk of the Board

- B. Interested firms shall submit an original and five (5) copies of its submittal by the deadline stated above. The proposal shall be no more than fifteen (15) single-sided sheets of standard 8 ½" x 11" paper, and all pages shall be three hole punched. Fonts shall generally be no less than 11 pts., except for figures and tables. Over-sized pages

can be included, but will count as two (2) pages. Cover sheets, table of contents and resumes are excluded from the page count.

- C. Submittals which arrive after the deadline, for any reason, will disqualify the firm.
- D. Submittals shall be sealed within one (1) envelope and be clearly marked **“THE PERFORMANCE OF PRELIMINARY ENGINEERING AND PREPARATION OF ENVIRONMENTAL DOCUMENTS AND PLANS & SPECIFICATIONS RELATED TO ROADWAY AND PARKING AREA INFRASTRUCTURE IMPROVEMENTS AT AND AROUND BUILDING NOS. 56 AND 673 AND PROVIDE CONSTRUCTION MANAGEMENT SERVICES.”**
- E. Submittals shall not include any reference to proposed cost services. Any submittal that includes cost information will be disqualified and removed from the selection process.

PROPOSAL EVALUATION AND SELECTION

A consultant selection committee representing the City of San Bernardino and the Inland Valley Development Agency staff will be appointed to evaluate proposals received.

AWARD OF CONTRACT

It is the IVDA’s intent to award a contract to the most qualified firm that can provide all of the services identified in the RFQ document. However, the IVDA reserves the right to accept or reject any or all submittals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the IVDA. Submitters shall be responsible for any and all expenses incurred in the preparation of submittals. The selected firm to be awarded the contract will enter into an agreement with the IVDA using an IVDA standard consultant contract.

PUBLIC RECORD

Respondent’s attention is drawn to the fact that all proposal documents submitted are subject to the California Government Code Section 6250 et. seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed in recommendation for award to the IVDA.

TERMS AND CONDITIONS:

- This RFQ does not commit the IVDA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFQs become the property of the IVDA as public records. All RFQs may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
- The IVDA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.

- The IVDA reserves the right to cancel, in part, or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises the RFQ, all respondents of record will be notified in writing by the IVDA.
- Selection announcements, contract awards, and all data provided by the IVDA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the IVDA Director of Redevelopment and Property Management.
- The IVDA reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY:

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS OF COMPANY (List All Principals and Officers, Including Joint Venture Partner, as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY WHO IS(ARE) AUTHORIZED TO SIGN PROPOSALS AND RELATED DOCUMENTS:

The Company has authorized and hereby designates the following individual(s) to execute proposals and related documents:

_____	_____
Type or Print Name	Title
_____	_____
Type or Print Name	Title

SUBCONTRACTOR INFORMATION SHEET

LEGAL NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR: _____

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/REPRESENTATIVE(S) OF SUBCONTRACTOR (List All Principals and Officers, Including Joint Venture Partner):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SELECTION PROCESS SCHEDULE

The proposed schedule for this project is as follows:

RFQ's Available	May 11, 2007
RFQ Proposals Due	June 11, 2007 (2:00 PM local time)
Review proposals and short list firms for interview	June 12-15, 2007
Notice of Firms to be Interviewed (Optional)	June 18, 2007
Interviews (Optional)	June 22, 2007
Notice of Selected and Recommended Firm	June 25, 2007
IVDA Negotiate Contract(s)	June 26-29, 2007
EDA – Approves Award of Contract	July 2-6, 2007
Contract(s) Awarded by IVDA Board	July 11, 2007
Kickoff Meeting	July 16, 2007

Addendums, revisions or clarifications will be posted on the IVDA's website www.sbdairport.com. It is the responsibility of all potential respondents to monitor the website for any such addendums.

Any questions regarding this Request for Qualification should be directed to:

Mr. Alex Estrada
Director of Redevelopment and Property Management
Inland Valley Development Agency
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
(909) 382-4100 ext. 231
Fax: (909) 382-4106
aestrada@sbdairport.com