

**INLAND VALLEY DEVELOPMENT AGENCY
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
THE PERFORMANCE OF CONSTRUCTION MANAGEMENT SERVICES
FOR THE AIRPORT PAVEMENT REHABILITATION AND RECONSTRUCTION PROJECT
EDA GRANT NO. 07-49-06453
October 22, 2009**

PROJECT DESCRIPTION

Per both the Inland Valley Development Agency (IVDA) Board and the San Bernardino International Airport Authority (SBIAA) Commission authorization on October 14, 2009, the IVDA/SBIAA invites the submittal of a Request for Qualifications (RFQ's) from consultants interested in providing Construction Management Services for the subject project. This project is being funded by the U.S. Department of Commerce, Economic Development Agency (EDA). The selected Consultant must comply with EDA financial assistance award regulation requirements and FAA requirements.

It is the intent by IVDA/SBIAA to hire a firm to provide Construction Management Services for this particular project. Any changes or RFIs will be posted at www.sbdairport.com. It is the responsibility of the consultant to check the website on a daily basis.

CONSTRUCTION MANAGEMENT SERVICES - The IVDA will solicit RFQ's from consultants to provide construction management services for the construction of the Airport Pavement Rehabilitation and Reconstruction. The Consultant and Subconsultant(s) shall have thorough knowledge of FAA standards and specifications for concrete pavement and EDA contract requirements. The Consultant must have experience with thick lift concrete construction practices. The Consultant shall be involved with the pre-bid and bidding phases of the Project. Consultant shall perform the activities required to undertake and accomplish a complete Bid Package that will be approved by EDA. Selected Consultant shall conduct a review of plans, provide value engineering services, specifications and engineer's estimate for clarity, compatibility and provide changes in same for minimizing contractor change orders and extra work claims. The selected construction management company will oversee the Bid results and will make a recommendation to IVDA/SBIAA on the award of contract.

The proposed project includes:

- Construction of approximately 273,400 square feet of 12 inch thick Soil Cement Base (per FAA Specification P-301) placed on undisturbed subgrade.
- Construction of approximately 273,400 square feet of 16 inch thick Portland Cement Concrete pavement (per FAA Specification P-501), with a flexural strength of 700 PSI and compressive strength of 6000 PSI, placed on the Soil Cement Base.
- All construction joints will be filled with semi-rigid joint sealer material meeting federal specifications for resistance to jet-fuel.

- Construction is expected to be complete within 70 working days of a notice to proceed.

A. Design Review Phase: The selected Consultant shall undertake and accomplish the following activities during the project design.

1. Reviewing detailed plans, specifications, and cost estimates. Reviewing necessary copies of engineering drawings and contract specifications.
2. Preparing an initial detailed schedule that shows milestones and activities for the particular project. Monitoring and updating this schedule on a biweekly basis to identify project status and potential schedule slippage.
3. Prior to bid 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.
4. Reviewing applicable IVDA/SBIAA boilerplate contract documents to identify conformity and changes where cost and savings can be realized without affecting the quality of the final work product.

B. Bidding Phase: Assisting IVDA/SBIAA in advertising and securing construction bids, analyzing bid results, furnishing recommendations on the award of contract, and reviewing contract documents. This task includes assisting IVDA/SBIAA staff in a mandatory Pre-Bid Conference. Consultant will also address any RFI's and or addendums during the bidding phase.

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

1. Set up and maintain project files for the construction phase in accordance with IVDA/SBIAA requirements.
2. Representing the IVDA/SBIAA at construction meetings and attend IVDA Board and Committee meetings as needed.
3. Assist the IVDA/SBIAA in Contractor-Agency partnering.
4. Maintain Certified Payroll records in compliance with Davis Bacon or other applicable 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 IVDA/SBIAA staff. Negotiate construction claims with the contractor.
12. Determine amounts owed to contractors and assist the IVDA/SBIAA in the preparation of payment request for reimbursable amounts.
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/SBIAA.
14. Conduct final project inspection.
15. Close out project and submit a final report on the completed project to the IVDA/SBIAA and EDA including the submittal of all as-builts files and back-up documentation.

PROPOSAL ORGANIZATION AND CONTENTS

The RFQ submittal may be organized in any manner the Consultant wishes. It should include the name and location of the designated project manager and a general organizational chart showing the names of the key personnel to be assigned to the project. The Construction Manager, or his authorized representative, shall be available to the IVDA/SBIAA 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).
- 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 3 years (no more than 2 pages).
- Proposed Project Organization and staffing – Name the proposed Construction Manager (CM), additional key team staff, and subconsultants (no more than 2 pages).

- Resumes of Key Personnel outlining relevant experience (not counted as part of the page limit).
- Any change to the proposed CM and other staff critical to the success of the assignment will require the approval of the IVDA and SBIAA, in writing. The proposer shall acknowledge this requirement in its proposal.
- Availability of CM and key staff for this effort (brief).
- Five (5) recent (past three (3) years) references for the CM for similar work in San Bernardino and/or Riverside Counties (brief).
- A list of all subconsultants, including 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 construction. (not more than 4 pages).
- Overall discussion (effort, general tasks, and general schedule) and commitment by the consultant to get assigned projects to a point of Notice of Completion.

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/SBIAA 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 combined 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 10 a.m. on November 20, 2009.

Submit Response to Request for Qualifications to:
 Inland Valley Development Agency (IVDA)
 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 15 single-sided sheets of standard 8 ½" x 11" paper (not counting the Title page and Table of Contents), 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. Resumes are also 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 CONSTRUCTION MANAGEMENT SERVICES FOR THE AIRPORT PAVEMENT REHABILITATION AND RECONSTRUCTION PROJECT.**"
- E. Submittals shall not include any reference to proposed cost services at this time. Any submittal that includes cost information with this submittal will be disqualified and removed from the selection process.

PROPOSAL EVALUATION AND SELECTION

A consultant selection committee representing other government agencies, Inland Valley Development Agency / San Bernardino International Airport Authority staff will be appointed to evaluate RFQs received. The committee will evaluate each proposal using the following criteria below.

EVALUATION CRITERIA

Each proposal shall be evaluated based upon the following criteria:

1. Firm's history and resource capability for required services
2. Evaluation of assigned CM and key personnel and their availability and experience with airport related work and safety requirements
3. Related recent experience of the CM Key personnel
4. Project understanding and approach and ability to meet the schedule
5. Familiarity with local area (geography and facilities)
6. References
7. Following evaluation, a short list of consultants may be invited to an interview process for further ranking

AWARD OF CONTRACT

It is the IVDA/SBIAA's intent to negotiate a contract with the most qualified firm that can provide all of the services identified in the RFQ document. However, the IVDA/SBIAA 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/SBIAA. 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/SBIAA using an IVDA/SBIAA standard consultant contract.

PUBLIC RECORD

Respondent's attention is drawn to the fact that all proposal documents submitted are subject to the California 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/SBIAA.

TERMS AND CONDITIONS:

- This RFQ does not commit the IVDA/SBIAA 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/SBIAA as public records. All RFQs may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
- The IVDA/SBIAA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.
- The IVDA/SBIAA 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/SBIAA cancels or revises the RFQ, all respondents of record will be notified in writing by the IVDA/SBIAA.
- Selection announcements, contract awards, and all data provided by the IVDA/SBIAA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the IVDA/SBIAA Director of Redevelopment and Transportation.
- The IVDA/SBIAA reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

SELECTION PROCESS SCHEDULE

The proposed tentative schedule for this Project is as follows:

RFQ Available per IVDA Board Authorization	October 14, 2009
RFQ's Due	November 20, 2009, 10 a.m.
Review proposals and short list firms for interview	Week of November 23, 2009
Notice of Firms to be Interviewed (Optional)	Week of November 23, 2009
Interviews (Optional)	Week of November 30, 2009
Notice of Selected and Recommended Firm, subject to EDA approval	December 4, 2009
IVDA/SBIAA Negotiate Contracts)	December 7, 2009
Contract(s) Awarded by IVDA/SBIAA Board	December 9, 2009
Kickoff Meeting	December 14, 2009

Any questions regarding this Request for Proposal should be directed by email to:

Alex Estrada
Director of Redevelopment and Transportation
San Bernardino International Airport Authority
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

COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY:

ADDRESS:

TELEPHONE:

FAX:

TYPE OF BUSINESS (Check One):

CORPORATION

LIMITED LIABILITY COMPANY

PARTNERSHIP

JOINT VENTURE

INDIVIDUAL

INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

OTHER _____

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/PARTNERS OF COMPANY (List All Principals/Officers/Partners, Including Joint Venture Partner, Managing 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/SUBCONSULTANT INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT LEGAL NAME:

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR/SUBCONSULTANT:

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) (List All Principals and Officers, Including Joint Venture Partner and Managing Partner):

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

VENDOR/SUPPLIER TO CONTRACTOR, SUBCONTRACTOR/SUBCONSULTANT INFORMATION SHEET

VENDOR/SUPPLIER LEGAL NAME:

ADDRESS:

TELEPHONE:

FAX:

TYPE OF WORK SERVICES OR SUPPLIES TO BE PROVIDED:

TYPE OF BUSINESS (Check One):

CORPORATION

LIMITED LIABILITY COMPANY

PARTNERSHIP

JOINT VENTURE

INDIVIDUAL

INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

OTHER

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/REPRESENTATIVE(S) (List All Principals and Officers, Including Joint Venture Partner, Managing Partner, Project Manager, etc.):

Name

Title

ARCHITECT/ENGINEER CONTRACT FOR SERVICES

- A. The architect/engineer agreement shall provide for all services required by the Recipient for the planning, design and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard procurement documents.
- B. The Architect/Engineer's fee for basic services must be either a fixed price or a cost reimbursement with an agreed maximum to be eligible for EDA participation. The amount of EDA participation will be based on a determination, subject to audit, that the compensation is reasonable.
- C. The use of the cost-plus-a percentage-of-cost and percentage of construction cost forms of compensation are specifically prohibited.
- D. The Architect/Engineer's fee shall cover all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, travel, "as-built" or record drawings, arrow diagram (CPM/PERT) where applicable, and incidental costs. The basic fee shall not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services shall be identified in the agreement. Such as additional charges may be approved for grant participation by EDA if they:
 - (1) Do not duplicate a charge for services provided for in the basic fee and are within the normal scope of the Architect/Engineer's responsibilities;
 - (2) Are a proper charge against the project cost; and
 - (3) Are reasonable for the extra services to be rendered.
- E. Regardless of who furnishes the construction inspector, the Architect/Engineer shall be held responsible for making sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.
- F. All negotiated architect/engineer contracts (except those of \$100,000 or less awarded under small purchase procedures) awarded by Recipients shall include a provision to the effect that the Recipient, EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers, and records of the architect/engineer (which are directly pertinent to a specific grant project) for the purpose of making an audit, examination, excerpts, and transcriptions. The Recipient shall require the Architect/Engineer to maintain all required records for at least three years after the Recipient make final payment and all pending matters are closed.
- G. EDA requirements for the agreement for architect/engineer services are contained in Exhibit A-1 to these "Requirements for Approved Construction Projects".



**ECONOMIC DEVELOPMENT ADMINISTRATION
CHECKLIST FOR ARCHITECT/ENGINEER CONTRACTS**

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Authorized Representative: _____
Name & Phone Number

Y N N/A

- The Recipient has written procurement procedures with which the Architect/Engineer (A/E) contract has been found to be in compliance.
- The A/E was selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attach an explanation of the selection method and the reason(s) for using that method.
- Requests for proposals were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for proposals was honored to the maximum extent practical.
- Proposals were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources). If less than 3 qualified proposals were secured, attach an explanation to this document.
- The Recipient has a method for conducting technical evaluations of proposals received and for selecting the best proposal, price and other factors considered.
- The Recipient determined the responsible firm whose proposal was most advantageous to the program, with price and other factors considered. Competitor's qualifications were evaluated and the most qualified competitor was selected, subject to negotiation of fair and reasonable compensation.
- The A/E agreement provides for all services required by the Recipient for the planning, design and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard procurement documents.
- The A/E's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable).

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The A/E contract compensation is not based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The A/E's fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as-built" drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The basic fee does not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement. Such additional charges may be approved for grant participation by the EDA if they:

- a. Do not duplicate charges for services provided for in the basic fee;
- b. Are a proper charge against the project cost; and
- c. Are reasonable for the extra services to be rendered.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Regardless of who furnishes the construction inspector, the agreement requires the A/E to make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If the A/E contract(s) price exceeds \$100,000 (awarded under small purchase procedures), it includes a provision to the effect that the Recipient, EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers, and records of the A/E (which are directly pertinent to a specific grant program) for the purpose of making an audit, examination, excerpts, and transcriptions. The Recipient shall require the A/E to maintain all required records for at least three years after the Recipient makes final payment and all pending matters are closed.

State a specific timetable in the A/E agreement for:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Completing preliminary plans and associated cost estimates;
2. Completing final plans, specifications, and cost estimates;
3. Securing required State and local approvals; and
4. Completing proposed contract documents sufficient for soliciting bids.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Provide surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the Recipient chooses the A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the Recipient is required to pay for such services shall be stated.

Y N N/A

- Be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E. (EDA recommends that the A/E be required to take
- Supervise any required subsurface explorations such as borings, soil tests, and the like, to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.
- Attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.
- Review proof of bidder's qualifications and recommend approval or disapproval.
- Submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.

The company/firm name of the Architect/Engineer is:

The address of the A/E company/firm is:

If the Architect/Engineer will not be performing project inspection services, provide the name and address of the firm or person conducting project construction inspection services:

The contract price for basic A/E services is \$ _____

The contract price for other/extra A/E services is \$ _____

The contract price for inspection services is \$ _____

Prepared By (Signature)

Date

EDA New Grant Application Airport Pavement Reconstruction

