

**INLAND VALLEY DEVELOPMENT AGENCY  
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
THE PERFORMANCE OF CONSTRUCTION MANAGEMENT SERVICES  
FOR VARIOUS IVDA/SBIAA PROJECTS**

**October 2, 2009**

**PROJECT DESCRIPTION**

The Inland Valley Development Agency (IVDA) and The San Bernardino International Airport Authority (SBIAA) invites the submittal of a Request for Qualifications (RFQ's) from consultants interested in providing Construction Management Services. The IVDA now desires to construct various projects.

Those projects may include the following: Construction of Mountain View Bridge from Palm Meadows Drive/Central Avenue to I-10, 3<sup>rd</sup> & 5<sup>th</sup> Streets between Tippecanoe Avenue and Victoria Avenue 16 acre parking lot and 10 acre airport parking lot, tenant Improvements and other projects that may be ready for construction.

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

Some of the work described above may need to comply with Measure "I", SANBAG and the City of San Bernardino requirements.

Additional work may be developed and assigned to the selected consultant if this assignment is completed in a satisfactory manner, as judged solely by IVDA/SBIAA.

**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/SBIAA 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 particular project. Monitoring and updating this schedule on a biweekly basis to identify project status and potential schedule slippage.
7. 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.
8. 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 project.

**B. Bidding Phase:** Assisting IVDA/SBIAA 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/City SBIAA staff in a mandatory Pre-Bid Conference.

**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 including the submittal of all 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).
- Provide list of recent and relevant experience of the Construction 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-JPA. 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 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 October 15, 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 that 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 **"PERFORMING CONSTRUCTION MANAGEMENT SERVICES FOR VARIOUS IVDA/SBIAA PROJECTS."**
- 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 other government agencies, Inland Valley Development Agency / San Bernardino International Airport Authority staff will be appointed to evaluate RFQs received. The committee for the purpose of ranking proposals will consider each of the criteria listed below.

### **EVALUATION CRITERIA**

Each proposal shall be evaluated and scored 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
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

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 to 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	Sept. 24, 2009
RFQ's Due	Oct.15, 2009
Review proposals and short list firms for interview	Oct.19, 2009
Notice of Firms to be Interviewed (Optional)	Oct. 22, 2009
Interviews (Optiional)	Oct. 29, 2009

Notice of Selected and Recommended Firm	Nov. 03, 2009
IVDA/SBIAA Negotiate Contracts)	Nov. 17, 2009
Contract(s) Awarded by IVDA/SBIAA Board	Nov. 18, 2009
Kickoff Meeting	Dec. 01, 2009

Any questions regarding this Request for Proposal should be directed 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](mailto:aestrada@sbdairport.com)

## 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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**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/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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

