

**INLAND VALLEY DEVELOPMENT AGENCY
REQUEST FOR PROPOSALS (RFP)
FOR
THE PERFORMANCE OF CONSTRUCTION MANAGEMENT SERVICES
FOR THE CONSTRUCTION OF CENTRAL AVENUE
FROM VALLEY VIEW TO MOUNTAIN VIEW AVENUE
MAY 17, 2006**

PROJECT DESCRIPTION

The Inland Valley Development Agency (IVDA) invites the submittal of a proposal from consultants interested in providing Construction Management Services for the subject project. The IVDA now desires to improve their existing roads as part of the master planned development of the Inland Empire Goods Movement Bill.

The IVDA recently awarded a Consultant Contract with Lim and Nascimento Engineering Corporation (LAN Engineering) to prepare Plans and Specifications for Central Avenue. The first and highest priority is the improvement to Central Avenue. These improvements are likely to involve careful and timely coordination with land development projects adjoining the street, and the installation of one or more water pipes in the street right of way.

PS&E work and Bid Package must be completed and approved by IVDA, and the City of San Bernardino by August 1, 2006.

The design, environmental work and total cost for these improvements includes the right of way and utility relocations. The new water pipelines may or may not be part of this work, but need to be carefully coordinated, and will probably be part of the bid package to be developed as part of this work.

All such work must 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 and the City of San Bernardino.

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/City of San Bernardino 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/City of San Bernardino 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/City of San Bernardino staff in a mandatory Pre-Bid Conference.

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

1. Set up and maintain project files for the construction phase in accordance with IVDA/City of San Bernardino requirements.
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 IVDA/City of San Bernardino staff. Negotiate construction claims with the contractor.
12. Determine amounts owed to contractors and assist the IVDA/City of San Bernardino 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/City of San Bernardino.
14. Conduct final project inspection.
15. Close out project and submit a final report on the completed project to the IVDA/City of San Bernardino including the submittal of all files and back-up documentation.

PROPOSAL ORGANIZATION AND CONTENTS

The Proposal 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 Construction 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).
- 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 the City, 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 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 2:00 PM on Tuesday, June 6, 2006.

Submit Response to Request for Proposal 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 **"PERFORMING CONSTRUCTION MANAGEMENT SERVICES FOR CENTRAL AVENUE FROM VALLEY VIEW TO MOUNTAIN VIEW AVENUE."**
- 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 City of San Bernardino, Caltrans and Inland Valley Development Agency staff will be appointed to evaluate proposals 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:

	<u>POINTS</u>
1. Firm's history and resource capability for required services	10
2. Evaluation of assigned CM and key personnel and their availability	25
3. Related recent experience of the CM Key personnel	15
4. Project understanding and approach and ability to meet the schedule	35
5. Familiarity with local area (geography and facilities)	5
6. References	10

Following evaluation and scoring, a short list of consultants may be invited to an interview process for further ranking.

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 RFP 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 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 RFP 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 RFPs become the property of the IVDA as public records. All RFPs may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
- 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 RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises the RFP, 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 Property Management.
- The IVDA reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

SELECTION PROCESS SCHEDULE

The proposed tentative schedule for this Project is as follows:

RFP's Available per IVDA Board Authorization	May 10, 2006
Proposals Due	June 6, 2006 (2:00 PM local time)
Review proposals and short list firms for interview	June 7-14, 2006
Notice of Firms to be Interviewed (Optional)	June 15, 2006
Interviews (Optional)	June 16, 2006
Notice of Selected and Recommended Firm	June 19, 2006
IVDA Negotiate Contract(s)	June 19-21, 2006
Contract(s) Awarded by IVDA Board	June 28, 2006
Kickoff Meeting	July 5, 2006

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

Alex Estrada
Director of Property Management
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