

# TOWN OF ATHERTON



## Request For Qualifications

for

## On-Call Construction Management and Inspections Services

City Clerk  
91 Ashfield Road  
Atherton, CA 94027

**Statement of Qualifications due by 11:00 am on July 13, 2017**

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## **I. Overview**

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The Town of Atherton (Town) seeks well qualified and responsible construction management consultants in accordance with the specifications, terms, and conditions included in this Request for Qualifications (RFQ). The Town intends to establish a pool of pre-qualified firm or teams (Contractors) from which to solicit bids on an on-call basis for Construction Management, Material Testing, and Inspection Services with up to five (5) firms to meet the Town's needs in a timely fashion over a four (4) year period for Fiscal Years 2017-2020. As the need for services arises, the Town will issue a RFP to the firm on the short list, and the most qualified candidate will be selected from the respondents.

A panel will review all statement of qualifications (SOQ's) received and based on evaluation criteria contained in this RFQ will provide recommendations to the City Council. Selection will be made on the basis of qualifications.

Subject to the conditions prescribed by the Town and provided herein, the Town is hereby soliciting qualifications for on-call services. The Town reserves the right to issue other solicitations for such service during the term of the agreement resulting from this solicitation. Typically, services are activated via an accrued hourly rate or negotiated fee on a project-by-project or task-by-task basis, or via a negotiated fee for broad-based services.

Prospective respondents are advised to read this information over carefully prior to submitting qualifications.

## II. Background

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The Town of Atherton, incorporated in 1923, strives to preserve its character as a scenic, rural, thickly-wooded residential area with abundant open space. There are approximately 2,500 residences with approximately 6,900 residents, according to the 2010 Census. The Town has no commercial establishments. Although the Town is largely developed and therefore has a stable population, it experiences redevelopment as older residential structures are demolished or significantly renovated, and its numerous schools make changes to their campuses. In addition, while policy changes and government mandates may require flexibility to add services, no significant staffing additions are currently contemplated.

The Town of Atherton General Fund operating budget in FY 2016/17 is approximately \$9.8 million and the operating budget over the next four fiscal years combined until 2020 is approximately \$49 million. Some of the anticipated Capital Improvement Projects are as follows:

<b>Project Name</b>	<b>Construction Schedule (tentative)</b>
Series Street Light Replacement	Begin Construction 2017
Traffic Control Device Program	On-going
Bicycle & Pedestrian Master Plan Implementation Program	On-going
Road Maintenance Program	On-going
Bridge Maintenance Program	On-going
Drainage Improvements Program	On-going

## III. Minimum Required Qualifications

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The Town has determined that Contractors meet the following minimum qualifications to be eligible for consideration as pre-qualified, potential Contractors for the Town:

- The Contractor or its subcontractor must have on staff a Professional Engineer (“PE”) licensed as a Civil Engineer in the State of California, who will be a key team member assigned to the Agreement resulting from this RFQ.
- Has completed no less than three (3) public projects similar to the projects listed in the Background Section in the State of California, within the past 10 years prior to the date of submission.
- Has specific experience with inspecting and performing material testing for the construction of pavement improvements, installing street lighting, traffic control, traffic signals, bicycle and pedestrian improvements, utility relocation, drainage, bridge maintenance and/or other public infrastructure
- Has experience with handling federally funded projects and filing procedures.
- Can obtain and provide insurance coverage.
- Ability to perform the requirements of future Town projects in regards to current and projected workload, staffing and experience.

## IV. Scope of Services

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The proposed scope of services is to provide On-Call Construction Management & Inspection Services. The Consultant is expected to be an expert in Construction Management and Resident Engineering. They shall be knowledgeable in construction methods related to transportation, utility, bridge and/or building related projects. The selected firms will be required to oversee and manage all construction activities for various types of projects to support the day-to-day operations of the Town staff.

The selected consultants on the established On-Call list shall be subject to required documentation and conditions as part of future RFPs that are issued for Town Federally Funded Projects. Consultants shall meet the Disadvantage Business Enterprises (DBE) goals listed in the project specific RFP or submit a good faith effort with their future proposal. It is suggested that potential DBE firms be listed with the teams responding to the RFQ.

The Construction Management and Inspection Services scope of Services is anticipated, at minimum, to include the following:

### 1. PRE CONSTRUCTION

Perform preconstruction review of plans and specifications for constructability, and make necessary recommendations to address challenges. Attend meetings with residents to present proposed traffic plans and construction plans, propose changes to the contractor and update public information. Review associated permits and environmental documents to understand their various requirements and understand how the Contractor may comply with the requirements. Follow federal requirements and procedures and filing system for federally funded projects. Set up project documentation and tracking tools, document existing site conditions, and attend project kick-off meeting.

### 2. CONSTRUCTION

#### a. Quality Assurance/Quality Control

Coordinate and provide quality control field inspection and observation to ensure project is constructed in compliance with the project plans and specifications. Prepare and maintain daily inspection reports. Document each construction phase throughout the duration of the project including existing site conditions. Maintain a digital photographic library of each phase of construction activities.

#### b. Document Control

Serve as primary point of contact for all correspondence with the Contractor.

Arrange and oversee the testing and review of testing reports, if necessary. Prepare project correspondence, manage the receipt, logging, control tracking, and timely processing of project documents and correspondence (e.g. Contractor submittals, progress schedules, potential change orders, change orders, letters, etc.). Maintain records of inspections, reports, and test results received from the Contractor.

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Review shop drawings and submittals for conformance with the project plans and specifications. Coordinate required reviews with Atherton and the Design Engineer. Review and respond to Requests for Information (RFI). Coordinate response with Atherton and Design Engineer as necessary.

c. Progress Management

Prepare and maintain the weekly statement of working days. Review contractor progress schedules and assist Atherton in completing the project within the contract schedule.

d. Meetings

Schedule and conduct weekly construction progress meetings with the Contractor and Atherton project manager. The purpose of these meetings is to review the project schedule, upcoming activities, coordination items, clarifications, submittal status, potential change orders, and change orders. Provide an agenda and minutes for each meeting.

e. Changes

Review Contractor requests for design revisions. Responses must be coordinated with Atherton. Identify and track potential changes and extra work. Obtain cost proposals from the Contractor for extra work, review with Atherton, and negotiate final cost. Prepare change orders for extra work.

f. Claims

Identify and track potential Contractor claims. Provide written explanation of each claim to Atherton, including background information and proposed resolution. Support and assist Atherton in resolving Contractor claims and disputes, and negotiate to an agreed resolution.

g. Progress Payments

Review Contractor's monthly progress payment request. Verify work completed and payment quantities. Provide payment recommendation to Town of Atherton. Verify prevailing wages, payroll information and review contractor invoices.

h. Public Information

Provide weekly updates to Town staff to keep public and affected agencies (Caltrans, Menlo Park, County of San Mateo, Redwood City, Menlo Park Fire District) and organizations informed about project progress and impacts. Report instances of apparent non-compliance with contract plans and specifications for resolution with Town Staff.

**3. CLOSEOUT**

a. Punch List

Prepare detailed inspection punch list at substantial completion. Coordinate corrections with the Contractor. Verify project completion and cleanup by Contractor. Schedule, coordinate, and conduct a final walk through with Contractor and Atherton prior to recommendation of acceptance.

b. Acceptance

Obtain record drawings from the Contractor, review and certify that the Contractor record drawings are complete, and provide them to the design Engineer. Provide written recommendation of project

acceptance to Atherton in preparation of formal project acceptance and recordation of Notice of Completion.

c. Final Payment

Obtain and verify all lien releases from Contractor. Recommend final payment in the form of release of retention and process final contractor payment.

d. Records

Provide a final report to Atherton, along with all project files. Final report shall recap the costs, schedule, successes, and lessons learned.

## V. Submittal and Review Process

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1. Applicant questions: All questions regarding the RFQ shall be submitted in writing to Marty Hanneman, City Engineer, at [mhanneman@ci.atherton.ca.us](mailto:mhanneman@ci.atherton.ca.us). Questions and responses will be posted on the Atherton Town website.
2. Late submittals will not be accepted.
3. Provide an email, address and phone number for the person to be contacted regarding the RFQ.
4. In addition to the written proposal, include sample project management documentation (e.g. meeting minutes, schedule reviews, cost control reporting)
5. Format and Delivery: Submit three (3) letter-sized copies with one (1) unbound copy of the technical proposal to:

City Clerk  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

and e-mail a PDF copy to Marty Hanneman at [mhanneman@ci.atherton.ca.us](mailto:mhanneman@ci.atherton.ca.us).

6. Submittals will not be returned.
7. The Town reserves the right to accept or reject any or all submissions, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFQ or the submittals.
8. The Town proposes to short list the most qualified firms for further consideration during the subsequent RFP process. Only firms that successfully qualify will be approved by the Town to be on the final Bidder's list for On-Call Services. The Town reserves the right to solicit additional statements of qualifications at any point should it fail to negotiate a reasonable fee with the selected person or firm or should that firm fail to execute the Town's Agreement.

## VI. Proposed Timeline

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May 18, 2017

RFQ available on Town of Atherton website

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June 30, 2017, 11:00 am	Submission deadline for written questions
July 7, 2017	Responses to written questions available on Town website
<b>July 13, 2017, 11:00 am</b>	<b>Statements of Qualifications due</b>
Week of July 17, 2017	Ranking of qualifications
August 16, 2017	City Council meeting to approve list of Pre-Qualified Contractors

## VII. SOQ Content

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Statement of Qualification (SOQ) submittals should provide straightforward, concise information that satisfies the requirements and submitted in same order as the RFQ. Expensive binding, color displays, and the like are discouraged. While there is no page limit, emphasis should be placed on brevity, conformity to the Towns instructions, selection criteria of this RFQ, and completeness and clarity of content.

Each Proposer's SOQ should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked "General Construction Management and Inspection Services RFQ Submittal – (firm name)"), submit the following:

### Cover Letter

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and that there is a clear understanding of the project. The Proposer takes no exception to the materials provided. The cover letter shall be signed by an individual authorized to bind the Proposer contractually.

### The Contractor shall address the following in the same order:

1. Provide the legal name, address, telephone numbers, and federal tax identification number of the organization proposing to do business with the Town.
2. Provide a list team members and names of: Resident Engineer, Project Inspector and other required staff that will be at the Project site or available to the Project site at all times during the course of construction.
3. Provide a list of three (3) project references with contact information from other similar projects performed in last five years.
4. Provide overview and three (3) examples of experience on similar projects with value engineering activities performed over the past 5 years.
5. Ability to provide bonding and insurances to the limits defined herein.
6. Project Plan of activities for performing the construction activities described in this RFQ. The intent is to demonstrate the firm's clear understanding of the purpose, services, scope, and objectives of this project and to provide insight into potential critical elements and milestones necessary to complete the work.

7. Provide firm's quality control procedures, anticipation and resolution of issues in previous projects referenced, methodology for coordination and issue tracking, how project objectives were met.
8. Safety record history for the past 10 years.
9. Workload current and forecast for the projected duration of On-Call services.

The SOQ should include the following:

1. FIRM OR PERSON INTRODUCTION: including information such as form of organization, length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing. Include name, email address and phone number for the firm's contact person.
2. APPROACH: the firm's project management practices, methodologies and processes.
3. PROJECT EXPERIENCE: listing specific experience that is related to the type of service required for general construction and inspection services. Project experience should list the type of work provided with the client contact information for each project. If Sub-Consultants are proposed, include information on joint work, if any, and their roles in those projects.
4. KEY STAFF: including the identification of the Principal-in-Charge and the proposed Resident Engineer. This section should identify the qualifications and related experience of key staff assigned to the Town; and include their resume showing experience in pedestrian pathways, utility relocation, traffic signal design and traffic signal operational analysis. Include an organizational chart for this project.
5. REFERENCES: Provide client references, for all similar CM projects in the past five (5) years, that have working experience with the project team and companies proposed for assignment to this project. Furnish the name, title, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of the staff.
6. DISCLOSURE: of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work.
7. PROPOSED CONSULTING SERVICES AGREEMENT: The Consultant may include a proposed agreement modifications. The Town reserves the right to accept or reject any proposed agreement language.

## **VIII. Evaluation Criteria**

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The Resident Engineer and Project Inspector are expected to be the key components of the proposal. The Resident Engineer will be the key point of contact with City staff and will be expected to drive projects to meet schedule and budgetary goals. The Resident Engineer would ideally satisfy the following criteria:

- A minimum of 5-years' experience serving as a Resident Engineer and Project Inspector in the public infrastructure industry.
- Knowledge of the local area's pertinent issues and demonstrated work experience with multiple public agency stakeholders.
- Substantial experience managing public projects



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Proposals will be evaluated based on the following criteria:

- Firm Experience.....25%
- Key Project Personnel.....25%
- Ability to Meet Minimum Qualifications..25%
- Quality of References.....25%