



# REQUEST FOR PROPOSALS

CONSTRUCTION MANAGEMENT SERVICES  
OCTOBER 09, 2014

EAST BAY REGIONAL PARK DISTRICT

Atlas Road Extension Improvements  
POINT PINOLE REGIONAL SHORELINE

**PROPOSALS DUE: 2:00PM, NOVEMBER 04, 2014**

East Bay Regional Park District  
2950 Peralta Oaks Court  
Oakland, CA 94605



## I. INTRODUCTION

The East Bay Regional Park District (District) is soliciting proposals from Construction Management firms to provide professional services for the Atlas Road Extension Improvements project. The Scope of Services for Construction Management Services includes activities prior to award of a construction contract, contract administration, submittal review, material testing, source inspection and project closeout.

## II. PROJECT DESCRIPTION AND PROJECT STATUS

The East Bay Regional Park District proposes to construct a new entrance to Point Pinole Regional Shoreline (Park) by extending Atlas Road in Richmond. A bridge will be constructed over the railroad right-of-way to carry vehicles, cyclists, pedestrians and utilities into the Park. Once inside the Park, a new road and trail will lead to a parking area, picnic area, restroom building, and site of a future Park office. Work requires coordination with the City of Richmond, The Union Pacific Railroad Company, EBMUD, WCWD, AT&T and PG&E. The bridge will be approximately 125 feet long and 40 feet wide with precast concrete girders and a cast-in-place concrete deck. The four-unit restroom building will be constructed of CMU supplied as a kit from Romtec, Inc. New utilities include natural gas, 277/480V 600A electric power, telecommunications, fire suppression water, domestic water, irrigation water, and sanitary sewer with a duplex pump lift station. Approximately 12,000 CY of soil will be imported and the disturbed area is approximately 10 acres. Plans are currently being reviewed by the City of Richmond, and the District plans to put the project out to bid this winter, contingent on working out railroad agreement details. The Engineer's Construction Estimate is \$4.8 million.

The following relevant documents are available for review at the Park District Headquarters:

- Plans (currently being reviewed by the City of Richmond) consisting of: Atlas Road Extension 100% Submittal dated 8/15/2014 and Atlas Road Extension Improvements Review Set dated 8/15/2014.

- Section 106 Consultation, State of California, Office of State Historic Preservation, Department of Parks and Recreation
- Public Utilities Commission, State of California: Decision Granting Authorization to the City of Richmond and the East Bay Regional Park District to Construct a New Grade-Separated Vehicle/Pedestrian/Bicycle Crossing Over the Tracks of the Union Pacific Railroad Company in the City of Richmond, County of Contra Costa
- Union Pacific Railroad Company: Public Highway Overpass Crossing Agreement

**Tentative Project Schedule:** The general timeline for the construction phase of this project is listed below.

<b>Date</b>	<b>Milestone</b>
2/2015	Advertise Construction Contract
2/2015	On site pre-bid conference for construction contractors
3/2015	Open construction bids
4/2015	Complete review and evaluation of bids
4/2015	District Board awards construction contract
5/2015	Pre-construction meeting
6/2015	Start Construction
220 Working days	Complete construction

### **III. SCOPE OF SERVICES**

The selected consultant shall provide all construction management personnel, submittal review, material testing, source inspection and administration services necessary for the project. The construction management services will start with services related to pre-award and award of a construction contract, construction and project close out and project acceptance by the District. Specific services anticipated include but not limited to the following:

#### **A. General**

- 1) Provide a qualified construction manager (California registration required) who will serve as the Resident Engineer and will be held responsible for all work performed by the consultant during the duration of the project. The construction manager will be the District’s primary point of contact with the consulting firm; the District’s primary representative with the construction contractors and general public; and the party responsible for administering the construction contracts for the District.
- 2) Provide qualified staff to support the construction manager. Necessary qualified staff shall be available as needed to perform the services required by this RFP.

- 3) Coordinate with the Design Engineer (Mark Thomas and Company and the EBRPD)
- 4) The selected consultant shall designate one full time qualified personnel to act as Resident Engineer to perform construction engineering, contract administration and inspection. No substitutions of this individual will be allowed unless approved by the District.

#### **B. Services Related to Pre-Award of Construction Contract**

- 1) If requested, perform bidability and constructability reviews of design documents. Reviews shall be performed to include, but not limited to, analyzing and recommending methods and procedures to be adopted to minimize risks and delays during construction, design improvement recommendations, cost savings, and pre-bid cost estimating.
- 2) If requested, assist District in all aspects of construction bid phase, assuring compliance with all applicable local and state contract requirements. Support District in conducting pre-bid conference, coordinating bid inquires, review of bids, bid bonds, insurance certificates and all related submittals in the review of qualified bidders.
- 3) Support District in preparing contract award.
- 4) Coordinate with Project Environmental Consultant who will conduct pre-construction biological surveys and cultural resource monitoring.

#### **C. Services During Construction**

- 1) Assist in the coordination and access of all stakeholders during construction.
- 2) Prepare for, chair, and prepare minutes for all construction meetings. Meetings shall include, but not limited to, pre-construction conference, on-going job progress meetings with contractors, contractors' subcontractors and suppliers and District representatives as necessary to provide for smooth construction on schedule and within budget. Frequency of meetings shall be conducted in a manner to inform and involve District staff on issues and gain consent for timely issue resolution. Consultant shall strive to detect and resolve problems or issues before they delay construction or result in extra costs. Meeting minutes shall carry action items from meeting to meeting until they are resolved, and shall be published and distributed.
- 3) Perform review, analysis and approval of the contractor's schedule submittal and determine if in accordance with the construction documents. Monitor and document contractor's actual construction progress against the submitted schedule. Review updated and revised schedules as needed. Notify both the District and contractor when actual progress is behind schedule.
- 4) Understand requirements of all resource and regulatory agencies pursuant to permits acquired and required for project, managing/inspecting work performed by the construction contractors to implement those requirements and ensure compliance, coordination and reporting with all resource agencies.
- 5) Consultant to provide construction management, inspection, submittal review, and contract administration functions. Consultant to monitor quality of all work performed by contractor, including by contractor' subconsultants. Services shall

- include but not limited to, preparation of daily reports, weekly statement of working days and adherence to schedule and budget, collection of as-built information and statements of issue avoidance and resolution measures. All reports, calculations, measurements, test data and other documentation shall be prepared on forms specified by or acceptable to the District.
- 6) Spot check line and grade of subgrade, forms, etc.
  - 7) Review and approve of material submittals such as hot asphalt mix and portland cement concrete formulas.
  - 8) Perform all required materials testing not performed by Contractor. Provide inspection and quality assurance for work and testing performed by the Contractor. If needed, provide source inspection.
  - 9) Management of hazardous material activities.
  - 10) Provide attention to protection of utilities during construction.
  - 11) Monitor the work for compliance with environmental controls such as dust, water quality, noise and traffic requirements.
  - 12) Provide timely and efficient coordination between all contractors on site.
  - 13) Establish and implement procedures for expediting the processing, approval and documentation of shop drawings, product data, samples and other contractor submittals. Coordinate shop drawing reviews and Request for Information (RFI's), working with Design Engineer as necessary and to resolve problems that may arise during course of construction. Review false-work and shoring design and construction by Contractor.
  - 14) Receive and evaluate change order requests from the Contractor, District, and Design Engineer. Investigate requests to determine potential impacts on the project schedule and budget. Prepare an independent cost estimate of change order requests. Evaluate and negotiate change order requests with Contractor. Recommend approval or rejection of request. Recommendations for rejection shall include an assessment of the potential for a Contractor claim. Provide change order evaluations, negotiations, and recommendations documents (including preparation of Contract Change Orders) for approval by the District. Maintain a record/log of all CCO's, pending and authorized.
  - 15) Implement a program of claims avoidance and claims management. Assist District in the review, evaluation, and documentation of claims.
  - 16) Prepare correspondence necessary to maintain control over Contractor.
  - 17) Manage payments to Contractor. Provide consistent and regular monitoring and oversight of cost estimates, controls during construction and payments to contractor. Prepare payment requests and all required documentation for reimbursement from different Federal, State and local funding sources.
  - 18) Prepare monthly reports to District, stating status of project scope, schedule and cost, including potential claims, and any issues of concern.
  - 19) Maintain construction document files that satisfy District's requirements.
  - 20) Provide and maintain records of construction, using a system satisfactory to District. Records shall include but not limited to, photographs/video recordings, daily inspection reports, as-built drawings, correspondence with contractor and project

stakeholders, permit compliance, Request for Information (RFI's), Contract Change Orders (CCO's), claims avoidance actions, potential claims, design changes, test results, costs, including costs associated with any disputed or extra work.

#### **D. Post-Construction Services**

- 1) Provide marked up construction record drawings (as-built drawings) for Design Engineer.
- 2) Coordinate and prepare final progress payment.
- 3) Provide final inspection services and project closeout activities, prepare final construction project report to District and support District in preparing other documents as required.
- 4) If needed, assist District in resolving all contractor claims.
- 5) Transmit applicable operation and maintenance manuals and if needed, arrange for training of District personnel.
- 6) Turn all construction documents (hard copies and electronic files) over to District.

### **IV. PROPOSAL SUBMISSION**

Five (5) hard copies of the proposal must be submitted no later than 2:00PM, 11/04/2014. The District reserves the right to not accept late submissions. Proposals should be addressed as follows:

Dale McCourt, Construction Manager  
East Bay Regional Park District  
2950 Peralta Oaks Court  
Oakland, CA 94605

In the event that it becomes necessary to revise any part of the RFP, written addenda will be issued.

Proposals (30 page limitation) submitted must include the following items:

- 1) A cover letter describing the firm's interest and commitment to perform construction management services for the project. The principal authorized by the firm to negotiate a contract with the District shall sign the cover letter.
- 2) State the qualifications and experience of the firm and key personnel who will be assigned on the project. (Resumes may be included as an appendix. Material included in the appendix is not subject to page limitation noted above.) Discuss the staff availability of key personnel. Emphasize the specific qualifications and experience in managing and inspecting the construction of vehicle bridges over railroads.
- 3) Consultant firm information:
  - a. Legal name of the firm; address, telephone and E-Mail
  - b. Date of establishment

- c. Current size of firm and organization chart of firm, organization chart of team
  - d. Principal in Charge and Project Manager
- 4) Names, addresses and qualifications of subconsultant firms (including the laboratory sub-consultant) proposed for this project and a description of the types of tasks that each subconsultant is expected to do. No staffing substitutions of key staff shall be made without the District's approval.
  - 5) Identify key issues and outline the team's approach to be used to complete the tasks outlined in the Scope of Services.
  - 6) Descriptions of at least three (3) and not more than five (5) projects completed by your firm that seem most similar to this project. Provide client references from projects underway or completed (preferably local projects that can be visited). Information must include the following:
    - a. Client name and contact information
    - b. Project description and location
    - c. Total value of the services provided
    - d. Key personnel involved and their role
    - e. Subconsultants
  - 7) Work breakdown by key staff or subconsultants.
  - 8) Cost proposal: Provide a total cost proposal for all services outlined in this RFP including a breakdown of costs delineated by task. Include a schedule of hourly rates for proposed staff/subconsultants and amount of time each person will be devoted to each task. Define any reimbursable expenses. The terms of this contract will be time and materials based on specific rates of compensation. The specific rates of compensation, except for an individual acting as a sole proprietor, are to include an hourly breakdown, direct salary costs, salary additives, indirect costs and net fee. Net fee should be specified as a dollar amount, not as a percentage. Mark ups on reimbursable expenses or subconsultants will not be permitted.
  - 9) A copy of the Park District's standard Contract for Services is attached (Attachment A). Proposers shall confirm receipt of the District's Standard Contract for Services attached to this RFP and shall be prepared to accept the terms and conditions hereto. If a Proposer desires to take exception to the Agreement, the Proposer shall: 1) clearly identify each proposed change and 2) furnish reasons for change as well as specific recommendations for alternative language. Substantial exceptions to the Contract may be determined by the District, at its sole discretion, to be unacceptable.

## **V. CONSULTANT SELECTION**

A Selection Committee, established by the District, will review proposals received by the above designated deadline, develop a shortlist of qualified consultants, and develop a final ranking of the most qualified proposals. Depending upon the relative quality of proposals, the District may invite short listed firms to interview with District. Proposals will be evaluated based on the criteria below and the relative weight of each criterion.

The District plans to announce the top ranked firm shortly after the deadline for submitting proposals, or if necessary, after interviews have been conducted. The District will enter into contract negotiations with the top ranked firm immediately thereafter. If negotiations are not successfully concluded, the District will, in turn, enter into negotiations with the next highest ranking firm.

### **A. EVALUATION CRITERIA**

The Proposals will be evaluated and scored (maximum of 100 points) using the following criteria:

- 1) Qualifications and specific experience of key project team members
- 2) Schedule and capacity to provide personnel expeditiously
- 3) Experience with similar types of projects
- 4) Project understanding and approach

### **B. TENTATIVE CONSULTANT SELECTION SCHEDULE**

The following represents the tentative schedule for selection of the consultant.

Proposals due.....	11/04/2014
Proposals evaluated by District review team .....	11/7/2014
Interview short listed firms (If necessary) .....	Week of 11/10/2014
Contract approval by Board .....	12/2/2014

## **VI. PROJECT ADMINISTRATION**

The selected consultant must enter into a written agreement with the District using District’s Contract for Services (Attachment A).

The District’s Project Manager, Glenn Gilchrist, will supervise the Construction Management firm and manage this project.

The selected consultant is expected to maintain key staff on the project as necessary. Consultant shall also provide all transportation and communication requirements for their own personnel. The consultant will be responsible for furnishing their own office space and furniture necessary to carry out their functions as the construction manager for the project.

## **VII. FEES**

Consultant fees shall be negotiated and established on a time and material basis with a not to exceed amount, supported by an agreed schedule of rates and mark-ups.

Progress invoices will be paid on a monthly basis related to the progress of the work. District reserves the right to change the funding of this project.

## **VIII. REJECTION RIGHTS**

All firms are hereby notified that the selection of a consultant for this project and any agreements for services resulting from this Request for Proposals is dependent upon the approval of the East Bay Regional Park District Board of Directors. The District reserves the right to reject any and all submittal or to re-solicit if it is deemed to be in the public interest.

## **IX. COST OF RESPONSE PREPARATION**

The District will make no reimbursement for any cost incurred by a prospective consultant for the preparation of a response to this Request for Proposals. Submitted proposals become property of the District.

## **X. ADDITIONAL INFORMATION**

If you have questions about this RFP, contact:

Dale McCourt, Construction Manager  
East Bay Regional Park District  
510-544-2361  
[dmccourt@ebparks.org](mailto:dmccourt@ebparks.org)

***ATTACHMENTS:***

**Attachment A:** Sample "Contract for Services"  
(total of ten pages)

**Attachment B:** Atlas Road Extension plans  
100% submittal, dated 8/15/14 – 49 pages

Atlas Road Extension Improvements plans  
Review Set, dated 8/15/14 – 44 pages

Permit, Section 106, Atlas Road Bridge – 2 pages

Public Highway Overpass Crossing Agreement – 73 pages

Public Utilities Decision – 9 pages

# **ATTACHMENT A**

# ATTACHMENT B

