

City of Capitola



REQUEST FOR PROPOSALS

**Park Avenue Storm Damage Repair
Construction Management, Inspection & Material Testing Services**

Date Released: 3/31/20

City of Capitola
Department of Public Works
420 Capitola Ave.
Capitola, CA 95010

**PROPOSALS ARE DUE ON OR BEFORE 11:00 A.M.
ON WEDNESDAY, APRIL 29, 2020**

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INTRODUCTION

The City of Capitola is requesting proposals (RFP) for Construction Management, Inspection, and Material Testing services. The Park Avenue Storm Damage Repair Project will be funded with Federal dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for this project is 9.3%.**

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants and will be posted on the City of Capitola website at: <https://www.cityofcapitola.org/rfps>

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Only that information specifically requested shall be submitted. The City encourages concise submittals. Proposals shall have a 15-page limit. Submit one (1) electronic copy in PDF format, on or before **11:00 A.M. on Wednesday, April 29, 2020**. Along with the proposal, the Consultant's Fee Schedule for the services required in the proposal shall be submitted in a separate electronic copy in PDF format. The City will not open the fee proposal file until after the proposal submitted by each respondent has been reviewed and ranked based on technical merits. Proposals shall be electronically submitted with the following subject line: **RFP Submittal for Park Avenue Storm Damage Repair – Construction Management, Inspection, and Material Testing Services.**

Electronic submission to:

sjesberg@ci.capitola.ca.us

Steven Jesberg – Director of Public Works
City of Capitola
420 Capitola Avenue
Capitola, CA, 95010

Proposals are due on or before 11:00 a.m. on April 29, 2020

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by electronic written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 11:00 A.M., April 29, 2020. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City of Capitola to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Capitola reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City of Capitola to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City of Capitola.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: 4/29/20

Cost Negotiation with first ranked consultant: 4/30/20 – 5/13/20

Contract Award and Notice to Proceed: 5/14/20, Dependent on construction

Any questions related to this RFP shall be submitted in writing electronically to Kailash Mozumder, Public Works Project Manager via email at kmozumder@ci.capitola.ca.us. Questions shall be submitted before 5:00 P.M. on April 22, 2020.

No oral question or inquiry about this RFP/RFQ shall be accepted.

PROJECT DESCRIPTION AND BACKGROUND

Park Avenue is a principal arterial located at the eastern limits of the City of Capitola approximately 1,200 feet south of State Route 1. A section of Park Avenue was damaged when several large trees fell across the roadway during the February 17, 2017 storm. The trees damaged a portion of the eastbound bike lane and the road embankment. This project will reconstruct the storm damaged bike path and road shoulder.

The City of Capitola (City) Department of Public Works is requesting submittals for Construction Management, Inspection, and Material Testing services for one Federally funded project. The project is the Park Avenue Storm Damage Repair Project, Federal Project No. ER-32L0(346), which involves construction of an engineered slope to repair a portion of the eastbound bike lane and the road embankment. This project is estimated to require 45 working days. This project has not yet been awarded to a contractor.

The project is being funded through the Federal Highway Administration (FHWA), which is administered by Caltrans. The City expects to be reimbursed with federal funds on all Consultant contracts. The Consultant shall notify the City immediately, and prior to proposal submittal, if anything within this Request for Proposal (RFP) would disqualify the City from use of federal funds. The selected Consultant shall monitor its Contract and the construction contracts to ensure compliance with federal-aid and Caltrans' Local Assistance Procedures Manual (LAPM) requirements, Federal, State, and local regulations.

This Request for Proposals (RFP) is intended to establish the specifications, terms, and conditions governing the selection of the firm to provide Construction Management Inspection, and Material Testing Services to the City of Capitola.

The contract term is expected to be from the date of the award of a contract to a general contractor for the duration of the Project, and until the project paperwork is finalized and approved by the funding agencies.

The estimated cost for the construction of this project is \$380,000.

SCOPE OF WORK

General:

The City of Capitola is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Park Avenue Storm Damage Repair Project through the construction phase.

The work shall comply with the requirements of all the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City of Capitola, included in the sample contract in Attachment 2.

Services to be Provided:

The Consultant selected shall provide all services to complete Construction Management, Inspection, and Material Testing services for the Park Avenue Storm Damage Repair. The scope of services shall be fully outlined in the proposal including design approach, personnel, and the cost and estimated time to perform the services. The scope of work may consist of the following items, but are not limited to the following:

- **Construction Management (Task 1)** – Consultant Construction Manager (CM) shall provide a Construction Inspector and a registered Civil Engineer for the duration of the Project. The Consultant will prepare documentation and assist in any audits of the Project. Proposal shall also include, but not limited to, material testing, labor compliance, utility coordination, federal-aid compliance, and any other activities as deemed necessary by the Consultant to implement the improvement on this project. The City will not expect the CM to serve as the role of the Project Manager (PM). The role of the CM is different from that of the PM in that the CM is responsible for management and inspection of construction work whereas the PM only has an oversight role during construction and is responsible for the entire Project. City staff will perform the duties of the PM. The CM is not expected to manage the overall Project, other consultants, or process and submit invoices to Caltrans.

The CM shall provide expertise in the construction contract administration, inspection, and material testing required to successfully complete this federal-aid Project in compliance with the Caltrans administered Local Assistance Procedures Manual (LAPM) and the Project documents. The selected CM will provide the City with staff that have a minimum of 5 years federal-aid construction experience where the projects were required to comply with federal-aid and LAPM requirements. The selected CM will be competent with oversight of all components of the project and will be charged with the successful completion of construction. All required quality assurance (QA) testing will be provided by the selected CM. The Consultant is expected to work independently and be knowledgeable in preparing and collecting documentation to successfully assist the City with Caltrans' reimbursement requirements, other required documentation submittals, and assist with any audits. The role of the CM will be responsible for successful execution of the construction contract and meeting all federal and state requirements.

- **Project Coordination (Task 2)** – The selected Consultant must provide an experienced CM who has successfully delivered services on federal-aid projects with a minimum 5 years of experience on similar projects is required. The CM must be able to perform the following:
 - Management

- Deliver Project services in accordance with the LAPM. This is a federal-aid Project using funds administered by Caltrans and must comply with both federal and state guidelines.
 - Manage and coordinate all aspects of the project inclusive of services identified in the Request for Proposal (RFP).
 - Coordinate with City staff, multiple contractors when applicable, regulatory agencies, and project stakeholders.
 - Prepare statements of working days and distribute to the construction contractor on a weekly basis.
 - Coordinate design changes.
 - Participate in field meetings and document issues, findings, direction, changes, etc., and develop solutions.
 - Provide the necessary personnel, inspection staff, equipment and transportation to facilitate the performance of the intended construction management and inspection services.
 - Notify the City immediately if the proposed work schedule does not conform to the contract documents, including the plans, specifications, and permits, or that may require special inspection or testing, or work stoppage.
 - Identify the scope of work for potential contract change orders and notify the City.
 - Provide bi-weekly progress reports to the City on the status of the Project, indicating major work activities, status of RFIs, Submittals, Change Orders and other required information, in a format acceptable to the City. Reports may be requested more frequently or in a separate format, as requested by the City.
 - Ensure that the construction contractor complies with all local, state, and federal laws, ordinances, rules, regulations, regulatory/resource agency permits, and orders as provided by the contract.
 - Collect required documentation as required by the LAPM and coordinate and assist the City with submittals and Caltrans invoicing as needed.
 - Ensure compliance with approved Quality Assurance Program (QAP)
 - Other improvements/activities (e.g. optional items) as deemed necessary by the Consultant to implement the improvements on this Project. These optional items shall be included in the approach section of the proposal and shall also be included in the fee schedule.
- Meetings
 - Conduct a pre-construction meeting and prepare agenda and minutes. Prior to the meeting, review PS&E and agendaize potential issues.
 - Conduct and lead weekly construction progress meetings and prepare minutes. Prepare and distribute meeting agendas and minutes.
 - Schedule and Budget
 - Deliver Project on time and within budget.
 - Review Progress Schedule (Critical Path Method) by the construction contractor and recommend for approval.
 - Prepare change orders in the standard City format. Submit to City for review and approval.
 - Maintain an accounting of construction costs including approved change orders.
 - Review payment requests. Prepare monthly progress payments and recommend approval.
 - Prepare independent cost estimates for any changes resulting from design revisions or change in field conditions.
 - Evaluate the merit of any potential claims, or requests for equitable adjustment submitted by the construction contractor.

- Miscellaneous
 - Review and coordinate approval of shop drawings with the design consultant.
 - Review and approve material submittals.
 - Log, track, and process submittals, Requests for Information (RFIs), Requests for Changes (RFCs), Contract Change Orders (CCOs), field directives, Notices of Potential Claim (NOPCs), Non-Conformance Reports (NCRs), construction schedule, and detailed traffic control plan.
 - Provide City with as-built and electronic set of drawings at Project completion.
 - Monitor and review the construction contractor's as-built redlined drawings.
 - Monitor materials documentation and testing results, as well as enforce corrections.
 - Conduct labor compliance per LAPM requirements.
 - Review and approve the construction contractor's safety program per federal and state requirements.
 - Review and respond to all RFIs.
 - Review and approve traffic control plans.
 - Process all Project documentation per City and Caltrans requirements, and standard format.
 - Maintain Project files per LAPM guidelines.
 - Other Project contract and construction management responsibilities as assigned.
 - Prepare analysis and response to any potential claims, including recommendations regarding settlement of the claims. Coordinate response with City. Provide testimony at the request of the City.
 - Verification and documentation of construction contractor fulfillment of construction Disadvantaged Business Goals (DBE).
 - Advise the City of all complaints and inquiries from property owners, citizens, officials, or others and assist in the investigation and answering of such complaints and inquiries. Maintain a log showing disposition of each complaint and inquiry.
 - The CM shall not authorize deviations from the construction contract documents without the City's consent.
 - The CM shall not authorize change orders or extra work for the Project without the City's consent.
 - Maintain written evidence of apprentices employed on the Project.
 - Prepare documentation for verification of "Buy America" compliance.
- **Construction Inspection (Task 3)** – The selected Consultant must provide an experienced Construction Inspector (Inspector) who has successfully provided inspection services on Caltrans projects. At least 5 years of relevant experience on inspection is required. The inspector shall be currently Caltrans certified to perform required quality assurance tests. The Inspector tasks will include, but are not limited to the following:
 - Review and inspection of the Contractor's work and operations regarding safety, traffic control, quality and quantity of work. Ensures Contractor's adherence to the environmental and regulatory conditions of the contract. Ensures that all work is done in accordance with contract specifications and plans.
 - In coordination with the City, resolve conflicts between plans and specifications and actual site conditions. Recommend engineering changes in the design of the plans and specifications which are then referred to the City for approval and change order if necessary.
 - Maintain complete and accurate daily contract records (including photographs), including completion of any required forms for Federal Funding. Records shall be in the format requested by the City and contain all information required for Federal Funding. Also, records should document any significant discussions or occurrences that occur in the field. Responsible for quantity measurements and calculations for work performed.
 - Ensure that all materials incorporated into the work are acceptable and of good quality. Obtain Certificates of Compliance and/or completes field releases of material.
 - Assist in tracking approved changes for as-built records.
 - Daily communication with the City on project status.

- The Inspector shall visit the project site daily for the life of the project.
- Coordinate with City staff, Caltrans, City consultants, and other Project stakeholders.
- Coordinate construction activities including temporary traffic control, etc.
- Complete daily measurements of quantities of work with the construction contractor and daily diaries.
- Prepare monthly quantity estimates for use in progress payments.
- Provide daily diaries reports to City or its designee on a weekly basis.
- Maintain a daily diary which shall describe in detail all work accomplished on a daily basis, weather conditions, number of personnel employed, and labor classification, at the site by the construction contractor, quantities of materials incorporated into the project, quantities of bid item work completed, construction equipment at the site, deliveries of construction materials, material shortages, tests, labor disputes, general observations, and any unusual occurrences.
- Attend all Project meetings such as preconstruction, field, and progress meetings.
- Provide complete and documented measurements and calculations to administer progress payments, change orders, extra work, etc.
- Verify concrete and asphalt mix designs and collect weight tickets.
- Ensure Project construction is completed in accordance with approved plans, specifications, and estimate (PS&E) and referenced standards.
- Provide daily inspection of all construction activities.
- Inspect materials and equipment upon delivery for compliance with construction contract documentation. Collect and file certificates of compliance.
- Each working day, meet with the construction contractor to review proposed work plans, including specific details that may affect progress. Inform City and CM of any work which may result in a noteworthy impact to the City.
- Closely monitor compaction, material, and other necessary testing results and require the construction contractor to provide corrective measures to achieve compliance.
- Maintain copies of all permits needed to construct the Project and enforce special requirements of each.
- Conduct federally required contractor employee interviews.
- Ensure compliance with applicable regulations controlling the work being inspected including California Occupational Safety and Health Administration (Cal- OSHA).
- Perform SWPPP/WPCP compliance inspections and related duties. Document and take appropriate action to correct SWPPP/WPCP and/or BMP deficiencies.
- Document all contractor delays, reasons for delay, length of time for delay, and phases of work.
- Document that the required posters and wage rates are displayed at the job site

The City has determined that this Construction Inspection task, in whole or in part, involves public works subject to the payment of Prevailing Wages, pursuant to California Labor Code Section 1720, et seq.

- **Labor Compliance (Task 4)** – The Consultant will be expected to perform labor compliance in accordance with the LAPM. The proposal shall provide a detailed scope of work that clearly demonstrates the Consultant’s understanding of performing labor compliance in accordance with the LAPM.
- **Material Testing (Task 5)**
 - Material testing shall conform to all Caltrans requirements and those of the LAPM.
 - Review and approve PCC mix design in accordance with Caltrans guidelines and the Project documents.
 - Provided concrete plant inspections and testing with appropriate focus on the concrete design mix.
 - Provide all compaction testing per plan, specifications, and LAPM.
 - Provide all quality assurance testing and concrete sampling as required by Caltrans guidelines and the LAPM.
 - Provide testing and ensure compliance for any incorporated materials as required by the LAPM.

- Provide the City with a schedule of materials to be inspected and/or tested and estimate the dates when these services will be necessary. Take samples and perform field/source-controlled tests of construction materials for quality assurance in accordance with California Test Methods (CTMs) and/or the American Society for Testing Materials (ASTM) procedures.
- Perform structural materials inspection and testing services and provide certified test results to the City. Perform various Quality Assurance (QA) testing (compaction testing, sand equivalent, gradation, cleanness value, concrete compressive strength, etc.). Responsible for all work required for fabricating concrete cylinders, in compliance with the CTMs.

The City has determined that this Material Testing Task, in whole or in part, involves public works subject to the payment of Prevailing Wages, pursuant to California Labor Code Section 1720, et seq.

- **Utility and Outside Agency Coordination (Task 6)**
 - Send notification of the project dates and road impacts to all affected utility companies, school administrators, Police Department, Fire Department, etc. prior to construction.
 - The project scope of work will be reviewed with any affected utility company to review possible conflicts, and work with each utility to ensure that specific needs of the Project are understood.
- **Project Closeout (Task 7)**
 - Coordinate a final walk-through with all affected stakeholders, prepare punch list, certify completion of the Project, and recommend acceptance.
 - Electronically transmit the construction contractor's approved As-Builts to the City.
 - Finalize record drawings, construction contract bid items, claims, and change orders and punch list items. Reconcile all accounting.
 - Prepare all final reports, including report of completion for acceptance of the Project.
 - Finalize and deliver all construction files to the City. All files shall be digitized and provided both in electronic and hardcopy format.
 - Coordinate and provide Designer approved As-Builts to incorporate into record drawings.
 - Address any unresolved issues including, but not limited to, change orders, claims, etc.
 - Complete documentation required by Caltrans and the LAPM. Work with the City to ensure all documents are properly collected and submitted.
 - Assist with any audit of the Project.

Quality Control/Assurance Measures – Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratory.

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Cover/Transmittal Letter

The introductory (or transmittal) letter shall be addressed to:

Steven Jesberg – Director of Public Works
Department of Public Works
City of Capitola
420 Capitola Avenue
Capitola, CA, 95010

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter. This letter must be signed by a member of the firm with the authority to commit to a contract on behalf of the firm offering the proposal.

2. Executive Summary

3. Consultant Information, Qualifications & Experience

The City of Capitola will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Include references with names, addresses, and phone numbers. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project. List the principal-in-charge and others who will be directly involved with the project. Provide a concise statement of qualifications and experience of each person who will be committed to the project. List the availability of each person who will contribute to the project. Include

other anticipated sub-consultants, if any, listing their names, addresses, phone numbers, key staff, and expected contribution to projects. Include an organizational chart of key personnel involved.

2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
 - a. Describe critical engineering design issues associated with the project and how you will address these.
 - b. Describe critical environmental issues and how you will address these.
 - c. How cost and schedule could be minimized.
5. Note any changes or additions to the work descriptions that may have been overlooked or which help clarify the work tasks.

6. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

7. Conflict of Interest Statement/Requirements

The proposing Consultant shall disclose any financial, business or other relationship with the City of Capitola that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the agency's projects listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.

Some examples of conflict of interest are the following:

- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Contractor and Quality Assurance for the City of Capitola on the same project.

- Providing services to construction contractor's subcontractors, fabricators, equipment installer, material suppliers and other firms associated with the projects listed in the Contract can be a potential conflict of interest when such contractor teams are identified.

8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

10. Federal-Aid Provisions

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Attachment 3.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is 9.3%.**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

11. Cost Proposal

Current Fee Schedule: A completed Exhibit 10-H, Sample Cost Proposal (Example #3) shall be submitted in a separate PDF file along with the original PDF proposal and will not be opened by the City until the technical review of the proposal has been completed. Do not state your fee/cost for services anywhere in the body of your proposal.

In order to assure that the City of Capitola can acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #3. Consultant shall prepare a Cost Per Unit of Work Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

APPENDIX B – PROPOSAL EVALUATION

Evaluation Process

All proposals will be evaluated by a City of Capitola Selection Committee (Committee). The Committee may be composed of City of Capitola staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City of Capitola Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City of Capitola's requirements as set forth in this RFP.

The selection process may include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Consultants invited to interviews will be required to submit cost proposals in sealed envelopes during the interview. Upon completion of the evaluation and selection process, only the PDF cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened PDF cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

Evaluation Criteria

Consultant selection will be based on evaluation of the following:

- a. Experience and performance on similar projects (25%).
- b. Qualifications of staff, demonstration of technical abilities, and recent experience with requested professional services (30%).
- c. Familiarity with state, federal and other various applicable regulatory agencies' requirements and procedures for the types of services requested (30%).
- d. Understanding of the requested professional services (15%).

APPENDIX C – PROJECT SCHEDULE

Calendar of Events

Consultants submitting proposals for the project should set forth in their proposal cover letter their ability to staff projects to meet timely delivery of projects. Target dates for this contract are as follows:

Receive and Open RFPs: April 29, 2020
Committee Completes Review of RFPs: April 29, 2020
Negotiate Contract: April 30, 2020 – May 13, 2020
Award Contract: May 14, 2020
Construction anticipated May/June 2020

ATTACHMENT 1 - PROJECT PLANS & SPECIFICATIONS

ATTACHMENT 2 - SAMPLE CONTRACT AGREEMENT

The consultants selected to provide the scope of services shall be retained under the City's standard consulting and professional services agreement. A sample of this agreement is attached here to this RFP. By submitting a proposal for the work, the consultant agrees to be bound by the sample agreement form for the contract.

ATTACHMENT 3 – REQUIRED LOCAL ASSISTANCE PROCEDURE MANUAL EXHIBITS

10-01

10-02

10-H

10-I

10-Q