

**County of Imperial  
Department of Public Works**

**Request for Proposals for Construction Management Services for  
Imperial County Health Department Re-Roofing System**

**County Project Number SR6214HTH**



**Requested by:  
John A. Gay, P.E  
Director of Public Works**

**County of Imperial  
Department of Public Works  
155 South 11<sup>th</sup> Street  
El Centro, California 92243  
Phone: (442) 265-1818  
Fax: (442) 265-1858**

**January 17, 2017**

**Prepared by: C. Rowin  
Administrative Analyst II**

\*\*\*\*\*

# SPECIAL NOTICE

\*\*\*\*\*

## Notification of Contractor Registration Requirements (where required)

Pursuant to the requirements of California Labor Code section 1771.1, all contractors and subcontractors that wish to engage in public work through a public works contract must be registered with the Department of Industrial Relations (DIR).

Beginning March 1, 2015, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with DIR.

Beginning April 1, 2015, no contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR, pursuant to Labor Code section 1725.5

**All contractors, including subcontractors, listed in the proposal must be registered with the DIR at the time proposals are due, and must submit proof of registration with the proposal. Any proposals received listing unregistered contractors and/or subcontractors will be deemed non-responsive.**

Application and renewal are completed online with a non-refundable fee of \$300. Read the Public Works Reforms (SB 854) Fact Sheet for requirements. Instructions for completing the form and additional information can be found on the DIR website.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

## SOURCES OF INFORMATION

INFORMATION	WEBSITE
Department of Industrial Relations (Public Works)	<a href="http://www.dir.ca.gov/Public-Works/PublicWorks.html">http://www.dir.ca.gov/Public-Works/PublicWorks.html</a>
SB 854 Fact Sheet	<a href="http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html">http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html</a>
Senate Bill 854 Compliance	<a href="http://www.dir.ca.gov/Public-Works/SB854.html">http://www.dir.ca.gov/Public-Works/SB854.html</a>
Public Works Contractor (PWC) Registration	<a href="https://efiling.dir.ca.gov/PWCR/">https://efiling.dir.ca.gov/PWCR/</a>
Classifications and Minimum Labor Rates	<a href="http://www.dir.ca.gov/OPRL/Pwd/">http://www.dir.ca.gov/OPRL/Pwd/</a>

Table of Contents

	<u>Page</u>
I. Purpose and Background.....	4
II. Scope of Work.....	5
III. Responsibilities of County.....	7
IV. Proposal Content and Information.....	7
V. Evaluation of Proposals.....	9
Attachment A - Sample Proposal Evaluation Form	
Attachment B - List of Applicable Documents	
Attachment C - Sample Consultant Agreement and Insurance Requirements	
Attachment D - Location Map	
Attachment E – Vicinity Map	

**County of Imperial  
Department of Public Works**

**Request for Proposals for Construction Management Services for  
Imperial County Health Department Re-Roofing System  
County Project Number SR6214HTH**

---

January 17, 2017

**I. PURPOSE AND BACKGROUND**

The County of Imperial Department of Public Works (ICDPW) is requesting proposals from qualified and experienced construction management professionals to provide Construction Management Services, inclusive of labor compliance, for the above referenced project in Imperial County. The services are anticipated to be full time for the duration of the construction work, which will be completed by contract through the public bidding process.

The purpose of the Request for Proposals (RFP) is to provide the Public Works Department with the assurance that this County administered project is constructed in substantial compliance with the plans and specifications; and in accordance with all local, state, and federal regulations. An important objective is to maintain a level of high quality construction management services through appropriate documentation and workflow methodology, in the most cost-effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the County of Imperial, hereinafter referred to as "County", and the consultant entity is hereinafter referred to as "Consultant".

The contract will be regulated according to the provisions of all applicable State and local laws and ordinances. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code Section 1775.

The Imperial County Public Health Department is located at 935 Broadway, El Centro, California. The building was originally built in 1959 and two additions were completed thereafter. The facility is a single story building with 21,792 feet of construction area, located in the area known as County Center I. The functional life span of the existing roof system has been exceeded, and is in need of replacement.

As part of a Facility Condition Assessment report prepared in 2008 for several County Facilities, the Public Health Department roofing system was deemed deficient and the recommendation at that time was to replace the roof system as soon as possible. In addition, the roof drains were found undersized to handle heavy rain storms. Since the existing roof system has exceeded its useful life and is in need of constant maintenance, the replacement of the overall roofing system is needed.

The project shall include the complete removal of the existing system and installation of a new polyvinyl chloride (PVC) roofing membrane over the existing underlayment. A potential additive item to the project will be the installation of a metal fascia. All provisions and work are to be in conformance with the Standard Plans and Specifications, and with the Special Provisions, as directed by the Architect.

### **Proposed Schedule of Events**

Issue Request for Proposal	January 17, 2017
Proposals due	January 31, 2017
Consultant Selection	February 2017
County Awards Contract	February 2017
Notice to Proceed	February 2017

## **II. SCOPE OF WORK**

The scope of work is to provide the necessary Construction Management Services to the County Public Works Department in accordance with all provisions within this RFP. These services will be needed during the course of the construction work from date of award of the construction project and notice to proceed to contractor, through construction and until notice of completion of construction. Consultant shall provide a dedicated full time person or persons as needed to provide Construction Management Services for this specific project which is funded with local funds. The Construction Manager (CM) shall be a California licensed architect or registered engineer.

The CM will schedule, notice and conduct a preconstruction meeting, coordinating with the County, project designer, the contractor, and other parties or agencies involved in the construction. The CM will prepare an agenda to be reviewed and approved by the County. The meeting will address job site safety, labor compliance, and critical items of work. The CM will attend and conduct the meeting and prepare detailed meeting minutes, which will be provided to the County and the Contractor within 48 hours of the meeting.

Weekly meetings shall be scheduled by the Consultant with the CM, the County, and Contractor at the ICDPW. The CM will provide a weekly written summary for the ICDPW Director, which includes project progress, weekly plan, and pending issues. The CM will provide at least weekly face to face coordination with designated ICDPW staff with provision for pick up and drop off of correspondence and contractor information. All original hard copy project records shall be provided on a weekly basis to the County for review, oversight, and record keeping. The CM will prepare and forward agendas and memoranda for all project related meetings.

The Consultant will be responsible for the initial coordination with the Contractor regarding pay applications and change order requests. Consultant will conduct preliminary reviews of payment applications, change orders and requests for information (RFI) submitted by the Contractor. The payment applications, change orders and RFIs will be reviewed with County of Imperial staff prior to finalization. Consultant is to obtain and review all communications and invoices by contractors, and verify and deliver them to the ICDPW for approval. Consultant shall administer the project in accordance with the provisions in the Project Manual.

It is anticipated that Consultant shall provide the necessary construction management services for the project from the date of award of construction through the end of construction and notice of completion, as mentioned above. However, additional project related duties such as bid document review for familiarity, bid result reviews, preconstruction meeting and project closure documentation and review will also be required. The CM is expected to be proactive in the prosecution of his duties. This clarification does not suggest that any items specifically not mentioned are precluded from the scope of work.

It is important that the project be inspected on a full time basis when the Contractor is present at the site. Consultant shall possess a thorough understanding of the plans, specifications and addendums. In addition, it is important that the Consultant review and have a thorough understanding of the approved submittal documents, project schedule, and Air Pollution Control District and EPE requirements. Consultant is to report to the County of Imperial representative on a daily basis. Consultant will forward daily inspection reports and associated photographs to the County of Imperial representative and Contractor via e-mail each day, to serve as a record of daily construction activities. The forwarding of daily project reports facilitates up-to-date communication and identifies/clarifies important issues as they occur.

Consultant is to monitor overall project safety. Consultant is to act as the primary point of contact and coordination between the County of Imperial, the Contractor and other parties involved in the construction. Consultant is to review daily problems which arise. Consultant is to assess the problems, inform all parties of the problems and attempt to resolve the problems to the satisfaction of all parties. Consultant will also notify appropriate public safety agencies regarding construction related impacts, if needed; and will meet with public safety agencies as needed.

Construction management for this project shall be accomplished in accordance with the project improvement plans, and specifications and technical conditions. Daily inspection reports, project files, construction records and procedures, safety provisions, labor compliance provisions, contract change orders, material sampling and testing, response to Request for Information forms and similar items shall be accomplished in accordance with the project manual and contract documents.

Consultant will complete the Labor Standards Compliance Monitoring in accordance with California Labor Codes. Consultant's Labor Standards Compliance Officer (LCO) will conduct Payroll Reviews of the Contractors and Subcontractors participating on this project. The LCO will review the fringe benefits, deductions and mathematical computations. The apprenticeship employment requirements will be verified.

Consultant will note as-built conditions at the project site. As-built conditions differing from the bid set improvement plans will be illustrated on the as-built drawings prepared at the conclusion of the project.

Consultant will conduct a pre-final inspection. A list of pre-final inspection items will be completed and forwarded to the Contractor and the Imperial County representative. The final inspection is to be completed with the Contractor and the Imperial County representative. A final list of items to be completed (punch list) including deficiencies to be remedied will be prepared and forwarded to all parties. Consultant shall monitor the successful completion of punch list items. Consultant shall assist the County of Imperial with the filing of the Notice of Completion at the time the project is substantially complete.

Throughout the construction of the project, Consultant will maintain orderly project files including but not limited to Daily Inspection Reports, Submittal Reviews, and similar project documentation. Upon project completion, a detailed Project Summary Report, including all project records, shall be forwarded to the County, compiled in a three (3) ring binder, prominently labeled on the face and spine with the title, **Imperial County Health Department Re-Roofing System; County Project Number SR6214HTH**, to serve as a record of the project. Two sets of the project summary are to be provided. Additionally, a copy of the record of the Project Summary Report is to be provided in Portable Document Format (PDF) on one (1) CD-ROM or USB thumb drive.

The detailed Project Summary Report will document the condition of the project prior to rehabilitation and the improvements to the project after project completion. The project summary report will also include the initial project budget, change orders and final project budget and include major project milestones and events. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of notice to proceed to contractor and consultant, number of working days and a brief detailing of the project. Photographs that document the status of the project prior to construction, during construction and after construction shall be included.

The detailed Project Summary Report will document the condition of the project prior to rehabilitation and the

improvements to the project after project completion. The project summary report will also include the initial project budget, change orders and final project budget and include major project milestones and events. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of "Notice to Proceed" to contractor and consultant, number of working days and a brief detailing of the project. Photographs that document the status of the project prior to construction, during construction and after construction shall be included.

The construction work is scheduled for a maximum of 30 consecutive calendar days to consider in onsite daily inspections.

The Engineers Estimate for the construction project is \$250,000.

### III. RESPONSIBILITIES OF THE COUNTY

1. The County will direct the development of the project, provide management oversight, and conduct administrative arrangements only.
2. The County will pay an agreed upon amount normally within 30 days after receipt of an invoice. County will retain 5% of each invoice until completion of project. Completion of project is when a Notice of Completion is recorded by the County Clerk/Recorder for the construction acceptance by the County.
3. The County will not provide dedicated workspace facilities, but upon request will provide a conference room for meetings with the Department and the Contractor.
4. The County reserves the right to perform any portion of the scope of work by County personnel or other consultants should the County determine it would be in the best interest of the County to do so.

### IV. PROPOSAL CONTENT AND INFORMATION

Proposal should be typed, organized and concise, yet comprehensive.

#### A. General Requirements

1. Provide a cover letter.
2. All contractors, including subcontractors, listed in the proposal must be registered with the DIR at the time proposals are due, and **must submit the DIR registration number(s) of the contractor and all subcontractors within the cover letter of the proposal**. Any proposals received that do not contain the registration number(s) of the contractor and subcontractors will be deemed non-responsive.
3. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame; include a basic summary; and demonstrate an understanding of the project. Provide a statement that the offer is valid for at least a ninety (90) day period.
4. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail, and phone numbers.
5. The Consultant is representing itself as a qualified professional in Construction Management Services. Therefore, it is acceptable to submit recommendations and comments for consideration on format, process, schedule, and additional content of projects. The County will consider comments and recommendations; however is not required to select any of the recommendations or comments.

#### B. Table of Contents

Include a table of contents with identification of each section and page number.

### C. Summary of Qualifications and Experience

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
4. Identify the qualifications and résumés of all individuals who will be associated with this service. Include professional registrations and affiliations.
6. Summarize specific experience and qualifications for similar and related projects. Provide detailed knowledge and experience in working on projects that require adherence to federal and state labor compliance regulations. Describe the services previously performed in construction management and inspection work. List at least three (3) references with contact information.

### D. Analysis of Effort/Methodology

1. Describe the approach for how the work will be performed. The proposal shall indicate any specific techniques or methodology to be utilized.
2. The proposal shall include a sample project timeline with specific tasks envisioned for Construction Management Services, including staffing.
3. Indicate what participation, data and products will be requested from the County.
4. Indicate deliverables to be provided and when.

### E. Cost and Fees

1. Develop costs and fees for the services requested. A not to exceed fee based on anticipated fully burdened hourly rates for the actual construction management for the construction contract duration of 90 calendar days, or less depending on Consultant's anticipated schedule. Costs and fees shall be based on a typical eight (8) hour working day, and five (5) day work week.
2. Additionally, consider the scope of work involving preconstruction review of requests for information (RFIs), material submittals, project documentation, including before and after construction such as finalizing forms, certifications, and tabulation of material testing and prepare a lump sum fixed fee breakdown based on anticipated staff and hours. **Costs and fees are to be submitted in a separate sealed envelope.** Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in-house reproduction services, and local travel costs. As much as possible, a fixed fee lump sum breakdown by phase of the construction based on billable hours is desirable for preconstruction and post construction.
3. Breakdown shall include preconstruction services, construction services, and post construction services. Assume field construction services will last the number of working days in the construction contract as mentioned (90 calendar days). Provide a clear breakdown of the costs by phase including staff or by item, by hour. No subcontractors shall be utilized without prior authorization by the County. Costs for Labor Standards Compliance Monitoring shall be entered as a separate line item in the fee proposal.

## V. EVALUATION OF PROPOSALS

Sample evaluation criteria for proposals are attached for your information (Attachment A). The County will utilize a one-step selection process.

The Evaluations Committee will determine if qualifications are met in reviewing the proposals. Once the proposals are reviewed and the qualifications considered, recommendations will then be submitted to the County Board of Supervisors for final selection.

The County reserves the right to select any consultant who is determined qualified and may not correlate to a number 1, number 2, or even number 3 originally ranked consultant. The County reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

Submit one (1) original, three (3) copies, and one (1) electronic copy in Portable Document Format (PDF) on a CD-ROM or USB thumb drive, of the proposal clearly titled: **Request for Proposals for Construction Management Services for Imperial County Health Department Re-Roofing System; County Project Number SR6214HTH**, delivered in a sealed envelope addressed as follows, **no later than 4:00 P.M. on January 31, 2017**.

John A. Gay, P.E.  
Interim Director of Public Works  
County of Imperial Department of Public Works  
**Attn: Codie Rowin – Administrative Analyst II**  
155 S. 11<sup>th</sup> Street  
El Centro, California 92243

Clarification desired by a respondent relating to definition or interpretation shall be requested in writing with sufficient time to allow for a response and seventy-two hours prior to the time proposals are due. Oral explanation or instructions shall not be considered binding on behalf of the County. Any modifications to this solicitation will be issued by the County as a written addendum. Addenda will be posted on the County website. It will be Consultant's responsibility to check the website for addenda and submit the signed acknowledgement with the proposal.

The County will not consider proposals received after the specified time and date. An amendment is considered a new proposal and will not be accepted after the specified time and date.

This RFP does not commit the County of Imperial to award a contract or pay any costs associated with the preparation of a proposal. The County reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the County.

Questions concerning the proposal should be directed to Codie Rowin, Administrative Analyst II, with the County of Imperial Department of Public Works at (760) 482-4462 or via electronic mail to [codierowin@co.imperial.ca.us](mailto:codierowin@co.imperial.ca.us).

# **Attachment A- Sample Proposal Evaluation Form**



**PROPOSAL EVALUATION FORM**  
**County of Imperial, Department of Public Works**  
**Request for Proposals for Construction Management**  
**Services for Imperial County Health Department Re-Roofing**  
**System; County Project Number SR6214HTH**

Prepared October 27, 2016 by C. Rowin

DATE: \_\_\_\_\_

RATING POINTS:

EVALUATOR: \_\_\_\_\_

5 = excellent

RESPONDENT: \_\_\_\_\_

4 = good

PROJECT: \_\_\_\_\_

3 = above average

2 = average

1 = below average

0 = unsatisfactory

<b>CRITERIA</b>	<b>WEIGHT FACTOR</b>	<b>X</b>	<b>RATING</b>	<b>=</b>	<b>WEIGHTED RATING</b>
-----------------	----------------------	----------	---------------	----------	------------------------

A. Technical Approach

- |   |             |  |       |  |       |
|---|-------------|--|-------|--|-------|
| • Responsiveness & understanding of work to be done, i.e. scope of work | <b>0.20</b> |  | _____ |  | _____ |
| • Specific experience with similar construction management work         | <b>0.15</b> |  | _____ |  | _____ |

B. Project Management

- |  |             |  |       |  |       |
|--|-------------|--|-------|--|-------|
| • Capacity to perform the scope of work and the ability to conclude in a timely manner | <b>0.15</b> |  | _____ |  | _____ |
| • Quality of staff based on recent experience  | <b>0.15</b> |  | _____ |  | _____ |

C. References	<b>0.10</b>		_____		_____
---------------	-------------	--	-------	--	-------

D. Familiarity and/or specific experience with federal, state, and local government projects, including adherence to prevailing wage regulations	<b>0.15</b>		_____		_____
--	-------------	--	-------	--	-------

E. Overall quality of proposal, including qualifications and thoroughness.	<b>0.10</b>		_____		_____
--	-------------	--	-------	--	-------

		Subtotal Score		_____
--	--	----------------	--	-------

F. Previous experience and performance working with County of Imperial Department of Public Works					_____
					(0 to -5)

		<b>Total Score</b>		_____
--	--	--------------------	--	-------

Note: Positive previous experience and no previous experience will constitute a score of zero (0). Negative experience points will be deducted from the overall score.

**Comments:**

## **Attachment B- List of Applicable Documents**

1. Bidding Documents (Project Manual) and plans and specifications for the construction work referred to for this project are available on the Public Works website at:  
<http://www.co.imperial.ca.us/publicwork/PublicWorkUser/ProjectsOutToBid/ProjectsOutToBid.htm>

**Attachment C- Sample Consultant Agreement  
and Insurance Requirements**

## Attachment D – Location Map

## **Attachment E – Vicinity Map**