



Item No. 12 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

FROM: GORDON SIEBERT, CITY ENGINEER

DATE: FEBRUARY 17, 2016

**SUBJECT: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR
CONSTRUCTION MANAGEMENT SERVICES FOR THE MARSH
ROAD RETAINING WALL REPAIR PROJECT**

RECOMMENDATION

Authorize issuing a Request for Proposal (RFP) for Construction Management Services for the Marsh Road Retaining Wall Repair Project.

BACKGROUND

The Town is undertaking the Marsh Road Retaining Wall Repair Project to preserve the structural integrity of the road and to allow storm water to continue to flow out of Atherton through the Atherton Channel. Construction will require work and access from Marsh Road adjacent to the Channel. In order to do so, the road will need to be partially or fully closed during various phases of the work.

Staff intends to advertise the project for construction bids in March.

ANALYSIS

Pending successful receipt of qualified bids, staff anticipates seeking Council approval to award the construction contract in April, with construction to start as soon as May 2015 and last 6-7 months. Pursuant to conditions in the various permits issued for work in the Channel, the contractor may only work within the Channel from April 15 through October 15. The project schedule requires the contractor to keep the road fully open until the conclusion of Recology's annual audit.

During construction, this project will require daily oversight and quality control inspections which exceed the capacity of Atherton staff. Accordingly, staff recommends utilizing the skills and expertise of a Construction Management firm to administer the construction contract and provide

the daily inspections and materials testing to ensure a quality project. The Construction Management firm's scope of services will include tasks such as coordination of the traffic closure and detour, providing quality assurance, documentation of construction issues and progress, ensuring compliance with permitting agency requirements, reviewing and making recommendations on change order proposals, developing a detailed punch list and ultimately recommending acceptance of the project as complete.

POLICY FOCUS

The Marsh Road Retaining Wall Repair project is identified in the Town's Capital Improvement Program (CIP) and is consistent with the Town's CIP objective of addressing maintenance needs and safety of roadways. There are no significant policy issues related to approval of this RFP.

FISCAL IMPACT

There is no fiscal impact at this time. Funds for construction management will come from the project in the CIP under Drainage-Marsh Road Retaining Wall Repair Project.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. In addition, staff has met with the Atherton Police Department, Menlo Park Fire Department, California Highway Patrol, County of San Mateo and the cities of Redwood City and Menlo Park to discuss impacts of the proposed road closure and detour.

ATTACHMENTS

Request for Proposal

TOWN OF ATHERTON



Request for Proposals

for

**Marsh Road Retaining Wall Repair
Construction Management Services**

**City Clerk
91 Ashfield Road
Atherton, CA 94027**

Proposals due by 11:00 am on March 17, 2016

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I. Overview

The Town of Atherton intends to repair the existing retaining wall that supports the southern side of Marsh Road and adjacent properties in the spring and summer of 2016. The Marsh Road retaining wall also supports and forms one of the walls of the Atherton Channel and is in need of major repairs. This project includes installation of a “U” shaped cast-in-place structure that could potentially accommodate a future cover. Because the project is to be built in a waterway, permits were required by and have been secured from various regulatory agencies.

The Town of Atherton (Atherton)) is accepting proposals from well qualified and responsible construction management consultants (firms) for the Marsh Road Retaining Wall Repair Project in accordance with the included specifications, terms, and conditions included in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal

The desired construction management services include review of current Project plans and specifications for construction management and inspection from construction contract award through project closeout.

II. Scope of Services

The Consultant is expected to be an expert in Construction Management and Resident Engineering. They shall be knowledgeable in construction methods related to retaining walls and culverts and working within waterways subject to regulatory permits.

The current engineer’s construction cost estimate is \$3.2 million, with an estimated construction schedule period of 8 months, with 5 months allowed for work within the Channel. The Marsh Road retaining Wall Repair project will including installation of a sheet pile retaining wall, traffic diversion and traffic control, and forming and placing reinforced concrete sides and invert for the Atherton Channel for a distance of approximately 1,800 feet.

The Construction Management scope of work will, at minimum, include; preconstruction activities to setup project documentation and tracking tools, document existing site conditions, and meet with construction team members; quality control inspections, construction activities to monitor the work and review Contractor invoices; coordination of public information with Town staff, project closeout activities to coordinate as-built documents and process the final contractor payment.

The Scope of Services is anticipated, at a 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 one meeting for residents to present proposed traffic plans and construction plans, propose changes to the contractor and update public information. Review associated permits to understand their various requirements and understand how the Contractor may comply with the requirements. Set up project documentation and tracking tools, document existing site conditions, and attend project kick-off meeting.

2. CONSTRUCTION

a. Quality Assurance

Coordinate and provide inspection and observation to ensure project is constructed in accordance with the project documents. Prepare and maintain daily inspection reports. Maintain a digital photographic library of construction activities. Review Contractor compliance with traffic control and job site safety requirements

b. Document Control

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

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.

Review 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.

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.

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.

d. Records

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

III. Submittal and Review Process

1. Questions regarding the RFP shall be submitted in writing to Gordon Siebert, City Engineer, at gsiebert@ci.atherton.ca.us. Questions and responses will be posted on the Atherton Town website.
2. Late submittals will not be accepted.
3. In addition to the written proposal, include sample project management documentation (e.g. meeting minutes, schedule reviews, cost control reporting)
4. 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 Gordon Siebert at gsiebert@ci.atherton.ca.us.

5. Submittals will not be returned.
6. One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as the submittal of the technical proposal. The Town expects compensation to be on a time and materials basis with a not-to-exceed limit.
7. The Town reserves the right to accept or reject any or all proposals, 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 RFP or the proposals.
8. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm or should that firm fail to execute an Agreement with the Town.

IV. Proposed Timeline

February 18, 2016	RFP available on Town of Atherton website
March 1, 2016, 11:00 am	Submission deadline for written questions
March 3, 2016	Responses to written questions available on Town website
March 17, 2016, 11:00 am	Technical and Cost Proposals due
Week of March 28, 2016	Interviews with highest ranked proposers, if necessary

V. Proposal Content

The proposal 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 by the project design. 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. **WORK PLAN:** detailed work plan with estimated hours by task by job title for the project.
5. **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 project; 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.
6. **REFERENCES:** Provide client references, for all similar projects in the past three (3) 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.
7. **LITIGATION:** a list of any current litigation to which the firm or person are parties by virtue of their professional service, in addition to a list of any such litigation from the past ten years.
8. **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.
9. **PROPOSED CONSULTING SERVICES AGREEMENT:** The Consultant may include a proposed agreement of their own in the proposal. The agreement must have been approved by another public agency in California within the last two years. The Town reserves the right to accept or reject any proposed agreement language, or to propose its own form of Agreement.
10. **PROFESSIONAL FEES:** Include standard hourly fees and charges. **One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as submittal of the technical proposal.**

VI. Evaluation Criteria

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 the project to meet schedule, quality of workmanship and budgetary goals. The Resident Engineer would ideally satisfy the following criteria:

- A minimum of 5-years’ experience serving as a Resident Engineer in the public infrastructure industry with a minimum of 3 projects within public waterways.
- Knowledge of the local area’s pertinent issues and demonstrated work experience with multiple public agency stakeholders.
- Substantial experience managing public projects

Proposals will be evaluated on the following criteria:

Project Team’s qualifications	15%
Resident Engineer’s Technical Experience with similar kinds of work	25%
Understanding of Project Issues	25%
Quality of Proposed Work Plan	25%
Quality of References	10%

The Ideal consultant will:

- Represent the Town’s interests as their own
- Be competent and professional in all their endeavors
- Be fair and ethical with all parties
- Perform in a timely manner and as scheduled
- Exercise good judgment
- Listen and respond to their client