

# City of Alameda

## REQUEST FOR PROPOSAL



The Alameda Recreation and Parks Department (ARPD) is seeking proposals for Special Testing and Inspection Services for  
**Estuary Park Site Improvements, Phase 1**  
No. P.W. 02-16-01

Issued: Friday, April 29th, 2016

Submittal Deadline:  
2:00 PM on Tuesday, May 10th, 2016

City of Alameda  
Recreation & Parks Department  
2226 Santa Clara Avenue  
Alameda, CA 94501

## **I. NOTICE INVITING PROPOSALS**

The City of Alameda Recreation & Parks Department invites proposals for City's Testing and Inspection services - including assuming Geotechnical Engineer of Record post-design/report/construction services, SWPPP review, reporting and oversight, and 'normal' Special Inspection and Material Testing Services for the Estuary Park Site Improvements, Phase 1 – during construction. It is necessary for Proposers to read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations the Proposer is submitting by providing a successful proposal. Any Proposer that wishes to be considered for this work must submit the information requested in this RFP and, if invited, participate in an interview. Proposals must be received by the City Public Works Department by 2:00 PM on Tuesday, May 10<sup>th</sup>, 2016.

### **IA. SUBMITTAL OF PROPOSAL**

Proposers shall submit two (2) complete double-sided, copies of their proposal (including one unbound, copy ready), on paper containing a minimum of 20% post-consumer recycled content. Proposals must be in a sealed envelope bearing the caption "City of Alameda – Estuary Park Proposal". Proposals shall be submitted to:

ATTN: Jack Dybas, Project Manager  
City of Alameda, Department of Public Works  
950 West Mall Square  
Alameda, CA 94501  
RE: Special Testing and Inspection Services for Estuary Park Site Improvements, Phase 1

Proposals may be submitted in person at the Public Works Department, or by mail, but must be received by 2:00 PM on Tuesday, May 10<sup>th</sup>, 2016. Late proposals will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. Any Proposal received prior to Tuesday, May 10<sup>th</sup>, 2016 may be modified by written addendum or withdrawn by written request from the Proposer to the City up to the official time when all proposals are due.

### **IB. PRE- PROPOSAL QUESTIONS**

All questions regarding the proposal documents and proposal should be directed to:

Jack Dybas, Project Manager  
City of Alameda, Department of Public Works  
950 West Mall Square  
Alameda, CA 94501  
(510) 747-7948 direct  
jdybas@alamedaca.gov

Pre-proposal questions will be accepted until Tuesday, May 3<sup>rd</sup>, 2016.

### **IC. CONDITIONS OF REQUEST FOR PROPOSAL**

#### General Conditions.

The City reserves the right to cancel or reject all or a portion or portions of the request for proposals without notice. Further, the City makes no representations that any agreement will be awarded to any organization

submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the sub-consultant or individual with a mutually acceptable replacement.

Liability of Costs and Responsibility.

The City shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Alameda.

The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Validity.

The proposer agrees to be bound by its proposal for in all respects until one such proposal has been accepted by the City and an agreement fully executed, or until a proposal has been specifically rejected by the City, whichever occurs first.

Service Provider (Consultant) Agreement.

A sample consultant agreement has been provided in Exhibit D for the proposer's review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process which may constitute grounds for rejection of the proposal. The consultant agreement will not be executed by the City without first being signed by the proposer.

Permits and Licenses.

Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License which will be required in connection with the performance of services hereunder.

Proposer's Representative.

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

Insurance.

General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amount set forth in the attached sample Service Provider (Consultant) Agreement.

## II. SCOPE OF WORK (See EXHIBIT A. SCOPE OF WORK.)

The City seeks a consultant for testing and inspection services – during construction - for the Estuary Park Site Improvements, Phase 1 Project. This Project includes new Site Improvements for approximately four (4) acres of a 2-Phase eight (8) acre park facility, consisting of two new synthetic turf ‘Challenger’ Baseball and Soccer Fields and adjacent lighted synthetic turf Multi-Use Fields. Scope of Work includes the review, oversight, observation and implementation of the Site Management Plan and related exhibits attached as EXHIBIT F. Site Improvements include (but are not limited to) demolition of existing irrigation systems, softscape and hardscape (including concrete and a/c paving), park and athletic field furnishings, installation of new irrigation systems, softscape, hardscape, park and athletic field furnishings, earthwork grading and re-grading, synthetic turf, perimeter concrete edgeband, amendment and chemical treatment of soils (esp. within synthetic turf areas where soft yielding soils may exist and where required during construction), site grading and drainage, landscaping, planting, irrigation, turf improvements, site landscape furnishings, parking, curbs and gutters, pedestrian ramps, sidewalks and pathways, electrical and lighting. The Work also includes coordination and compliance with Bay-Friendly Rated Landscapes (Bay-Friendly Landscaping and Gardening Coalition) and with City’s appointed representative(s).

The project has not yet been awarded for construction but has received final City plan check approvals from the appropriate departments. Bid Documents (plans and specifications) can still be viewed and ordered at [www.blueprintexpress.com/alameda](http://www.blueprintexpress.com/alameda). The City intends to take the project construction contract to Council no sooner than June 7, 2016 with the Notice to Proceed issued shortly thereafter so the contractor can gain approval of the necessary submittals and mobilize for initial construction work on the Project to start no sooner than mid- to late- May 2016. The contract specifies 182 consecutive calendar days. Verde Design, Inc., the project prime landscape architect / designer, is under contract for submittal review, design clarification and information requests as well as the preparation of record drawings.

A large portion of the scope of work for the Estuary Park Site Improvements, Phase 1 Project involves new synthetic turf work, with robust Subcontractor Turf Qualifications, Manufacturer’s Warranties, Quality Control and Installation criteria, along with detailed specifications for subgrade preparation and installation, manufactured drainage materials, and requirements for record documents, material and field (shock) testing, warranties and maintenance procedures. The synthetic turf Challenger Baseball diamond and field is prioritized for special needs youth and is designed to be accessible for youth of all physical and mental abilities. It will also include striping in the outfield for a soccer field. The synthetic turf Multi-Purpose Field is a large, lighted rectangular athletic field designed for youth soccer, lacrosse, rugby, and football. As such, and considering this project’s high City Council profile and priority, we hereby call special attention to this amenity and request a high level of attention be paid to all of its various installation, testing, warranty and quality control requirements, efforts of which should include – in addition to those called for in the project technical specifications - a pre and post construction meeting with City authorized representatives and maintenance staff.

This Special Testing and Inspection Services contract for the project is expected to be awarded at City Council no sooner than Tuesday, June 7<sup>th</sup>, 2016.

(Note: See also EXHIBIT B PROJECT SCHEDULE, EXHIBIT E GEOTECHNICAL INVESTIGATION ESTUARY PARK and EXHIBIT F SITE MANAGEMENT PLAN for additional schedule, site and soils information.)

### III. PROPOSER QUALIFICATIONS

Proposers must meet the following minimum qualifications in order to be considered responsive to this RFP:

- Proposer shall have at least five (5) years of experience in providing to, or working with public agencies, for testing and inspection services.
- Demonstrate that the firm has the appropriate professional and technical background as well as access to adequate resources to fulfill the stated scope of services, especially as it relates to
  - the synthetic turf baseball and athletic fields, and
  - the review, oversight, observation and implementation of soil conditions identified in EXHIBIT F., Site Management Plan (and related EXHIBITS) requiring remediation, mitigation or special attention.

### IV. PROPOSAL REQUIREMENTS

All proposals shall include the following minimum information:

#### Approach.

A short discussion of the intended approach to this project that demonstrates the proposer's understanding of the issues and tasks and the proposer's ability to address them.

#### Description of Organization, Management and Team Members.

A description of the project team and a work plan that identifies the personnel to be assigned to each task.

#### Organization Qualifications.

Provide an outline of the organization qualifications indicating relevant background experience and capabilities for this type of work and this location.

#### Project Team.

Include a proposed team organizational structure. Identify all personnel who will be assigned to work on this project. There can be no change of key personnel once the proposal is submitted without the prior approval of the City. It is important that the proposed project manager have sufficient time to represent the City on this project as an extension of City Staff.

#### Project Team Qualifications.

Identify the education, professional credentials (inclusive of required ICBO certification for special inspectors), licensing, and experience of each member of the Team. Describe each team member's responsibilities for the Project and their experience working on similar projects.

#### Scope of Work.

The proposal should contain a description of each work task with an explanation of how the proposer plans to approach the tasks and the steps that will be taken to complete the task. **(See EXHIBIT A SCOPE OF WORK and EXHIBIT B PROJECT SCHEDULE.)**

#### Project Fee/Scope/Cost Sheet

The Proposal shall include a completed and signed project fee/scope/cost sheet, itemized by task, and submitted in a separate sealed envelope.

References, Related Experience and Examples of Work.

Proposer must complete and include the Client Reference worksheet included in **EXHIBIT C**.

## **V. EVALUATION CRITERIA**

The City will select the most qualified proposal based on the following factors.

1. Ability to Plan an Approach and Work Plan to Meet the Project Requirements.  
Qualities and indicators that will receive consideration include the proposer's performance in converting the RFP into a work plan; the detail and clarity of the discussion as to the proposer's approach to undertaking the project; the proposer's performance in identifying any special problems or concerns which may be associated with the project and preliminary ideas about how these obstacles should be addressed; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.
2. Ability of the Proposer to Carry Out and Manage the Proposed Project.  
An assessment of the past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of similar and relevant projects the organization or its employees have completed; the variety of comparable projects completed and a demonstration of the organization's ability to undertake this project, the general level of experience in the areas of supervision, testing, inspections, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the proposer's direction
3. Capabilities of the Consultant Organization and/or Team.  
Assessment of the capabilities of the organization and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include what professionals will be doing/working on each task; the various professional, technical, and educational achievements and registrations of each organization and individuals involved; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.
4. Timeliness of the Consultant Organization and/or Team.  
Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; the past ability of the organization to deliver projects on a timely basis; and the nature of existing projects that are behind schedule or past the completion date.
5. Proximity to the Project Involved for the Proposer and/or Team. The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.
6. Willingness to Comply with the Proposed Agreement Terms.

A sample agreement is attached. **(See EXHIBIT D SERVICE PROVIDER AGREEMENT.)** Proposals will be rated based on the exceptions taken to the proposed contract.

7. Cost of Proposed Services

Cost, while not determinative, may be considered in the selection process.

The City reserves the right to determine if the services offered by the Proposer are acceptable in meeting their requirements.

Once the City selects a preferred Proposer, all other Proposers will be notified by the City in writing within fourteen working days of the decision.

**List of EXHIBITS for this REQUEST FOR PROPOSAL:**

**EXHIBIT A. SCOPE OF WORK**

**EXHIBIT B. PROJECT SCHEDULE**

**EXHIBIT C. CLIENT REFERENCES**

**EXHIBIT D. SERVICE PROVIDER AGREEMENT** (see ARPD's "Park Projects" website for access;  
<https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT E. GEOTECHNICAL INVESTIGATION** (see ARPD's "Park Projects" website for access;  
<https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT F. SITE MANAGEMENT PLAN** (see ARPD's "Park Projects" website for access;  
<https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT G. PROJECT'S SMARTS/WATERBOARD ACCESS (to SWPPP, NOI, SITE DATA, ETC.)**

**This is EXHIBIT G.:** Project's SMARTS WDID is 2 01C375872. Using the link provided below Consultants can use this WDID number, and their own SMARTS User ID and Password, to access the project's SWPPP, NOI and Site Data:

<https://smarts.waterboards.ca.gov/smarts/faces/PublicDataAccess/PublicNoiSearch.jsp>

**EXHIBIT H. PROJECT'S PLANS and SPECIFICATIONS**

**This is EXHIBIT H.:**

Plans and specifications can be obtained from BPXpress Reprographics located at 4903 Central Avenue, Richmond, CA 94804 for a non-refundable cost of \$100.00 per set. Shipping and handling are extra, depending on the delivery method. Electronic copies of the documents are also available for a non-refundable cost of \$50 per set. Copies of the documents can be viewed and ordered at [www.blueprintexpress.com/alameda](http://www.blueprintexpress.com/alameda). They can also be ordered by contacting BPXpress Reprographics by phone at (510) 559-8299 or by email at [Richmond@blueprintexpress.com](mailto:Richmond@blueprintexpress.com). For any questions about ordering or downloading process, please contact BPXpress.

## EXHIBIT A. SCOPE OF WORK

Scope of Work for City's Testing & Inspection services, for Estuary Park Geotechnical Engineering, SWPPP, Special Inspection and Material Testing Services during Construction – may include the following items:

### A. Special Inspection and Materials Testing Services (if/as required):

- 1) Compaction testing, as required, including:
  - a) Subgrade
  - b) Soil chemical stabilization
  - c) Trench backfill (or other fills)
  - d) Pavement subgrade / base materials
  - e) Building pads (i.e.; prefabricated restrooms, pavilions, plazas and/or gateway structures)
  - f) Permeable base materials / synthetic turf base
  - g) Hot-Mix Asphalt Paving
- 2) Reinforcing Steel Placement Inspections
- 3) Concrete Placement Inspection and Sampling
- 4) Field Sampling and laboratory testing, if/as required, including:
  - a) Existing subgrade
  - b) Treated soils
  - c) Structural backfill
  - d) Aggregate base
  - e) Permeable base materials / synthetic turf base
  - f) Portland Cement Concrete
  - g) Hot-Mix Asphalt Pavement
- 5) Review of concrete mix design submittals
- 6) Review of hot-mix asphalt mix design submittals
- 7) Delivery of pertinent field / special testing reports – at appropriate times - to the designated City representative
- 8) Provide a final affidavit for special inspections and materials testing performed

### B. Geotechnical Engineer of Record Services (if/as required, to 'be' Geotech 'eng. of record'):

- 1) Review and acceptance of the existing geotechnical report from Cleary Engineering
- 2) Review of project plans and specifications
- 3) Review of soils / imported material submittals
- 4) Review of miscellaneous submittals
- 5) Respond to RFI's and changes in field conditions
- 6) Observation of grading, cut and fill operations
- 7) Observation of soil stabilization operations
- 8) Observation of drilled pier installations (i.e.; sports lighting fixtures)
- 9) Observation of footings / foundations excavations prior to concrete placement
- 10) Observation of synthetic turf base installation operations
- 11) Delivery of pertinent field / special testing reports – at appropriate times - to the designated City representative
- 12) Production of a final acceptance letter

### C. Storm Water Pollution Prevention Program Services (if/as required, for 3<sup>rd</sup> party review):

- 1) Review project storm water pollution prevention program
- 2) Review Provision C.3 design measures
- 3) Post-construction stormwater measures completion report
- 4) Review, Oversight, Observation and Implementation of **Site Management Plan** (re.; soils sampling, environmental monitoring, health & safety regulations, etc., services requiring Professional Engineer, Certified Industrial Hygienist and/or Professional Geologist).

**EXHIBIT B. PROJECT SCHEDULE**

Alameda Recreation & Parks Departments ESTIMATED CONSTRUCTION MANAGEMENT SCHEDULE - FOR PHASE 1																					
2016												Friday, April 29, 2016									
MONTHS OF CONSTRUCTION:	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	
PROJECT:																					
EST. CONSTR. COST:																					
ESTUARY PARK																					
(CIP#: 91311; new park project)																					
<b>Design is complete, plans - available for review - are approved for permitting, project to go to bid early- to mid-June, 2016.</b>																					
<b>Project Scope:</b> Phase 1; New Site improvements for approximately four (4) acres of a 2-Phase eight (8) acre park facility, consisting of new synthetic turf 'Challenger' Baseball and Soccer Fields and adjacent lighted synthetic turf Multi-Use Fields. Improvements include (but are not limited to) demolition of existing irrigation systems, softscape, hardscape (including concrete and a/c paving), site furnishings, earthwork grading and re-grading, synthetic turf, perimeter concrete edgeband, amendment and chemical treatment of soils (esp. within synthetic turf areas where soft yielding soils may exist and where required during construction), site grading and drainage, landscaping, planting, irrigation, turf improvements, site furnishings, parking, curbs and gutters, pedestrian ramps, sidewalks and pathways, electrical and lighting. Work to include coordination and compliance (of all work) with Bay-Friendly Rated Landscapes (Bay-Friendly Landscaping and Gardening Coalition) and with City's appointed representative(s).																					
<b>months of construction:</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

**EXHIBIT C. CLIENT REFERENCES**

The following is a list of three (3) references (public agencies, preferred) that most closely reflect similar projects to the scope of work for the City of Alameda.

**Reference #1**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service Dates: \_\_\_\_\_ Project Cost: \_\_\_\_\_

**Reference #2**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service Dates: \_\_\_\_\_ Project Cost: \_\_\_\_\_

**Reference #3**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service Dates: \_\_\_\_\_ Project Cost: \_\_\_\_\_

**EXHIBIT D. SERVICE PROVIDER AGREEMENT (City of Alameda)**

(see ARPD's "Park Projects" website for access; <https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT E. GEOTECHNICAL INVESTIGATION ESTUARY PARK (Cleary Consultants, Inc.)**

(see ARPD's "Park Projects" website for access; <https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT F. SITE MANAGEMENT PLAN (Russell Resources, Inc.)**

(see ARPD's "Park Projects" website for access; <https://alamedaca.gov/recreation/park-projects>)

**EXHIBIT G. Project's SMARTS/WATERBOARD ACCESS:**

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