



The City of Burlingame

PUBLIC WORKS DEPARTMENT
Tel: (650) 558-7230
FAX: (650) 685-9310

CITY HALL - 501 PRIMROSE ROAD
BURLINGAME, CALIFORNIA 94010-3997

CORPORATION YARD
Tel: (650) 558-7670

June 17, 2019

REQUEST FOR PROPOSAL

FOR

PROFESSIONAL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR 1740 ROLLINS ROAD AND 842 COWAN ROAD PUMP STATION UPGRADES

The City of Burlingame is requesting from three professional engineering consulting firms (hereinafter called Consultant), a letter proposal to provide necessary professional engineering construction management and inspection services as described herein for our upcoming 1740 Rollins Road and 842 Cowan Road Pump Station Upgrades project.

GENERAL

Proposals must be submitted to the Public Works Engineering Office, Attention: Mahesh Yedluri, P.E., Senior Civil Engineer, City of Burlingame, 501 Primrose Road, Burlingame, CA 94010 by **4:00 p.m., July 15, 2019.**

BACKGROUND AND EXISTING CONDITIONS

The City of Burlingame is undertaking construction of the pump station upgrades for: (1) 1740 Rollins Road Stormwater pump station; (2) 1740 Rollins Road sewage pump station; and (3) 842 Cowan Road Stormwater pump station. The City anticipates start of construction during the Summer 2019. The construction period will last for 365 working days.

The work shall consist of site/civil, process mechanical, structural, electrical, and instrumentation and control upgrades to two existing stormwater pump stations and one sanitary sewage pump station. There are two work sites, one at 1740 Rollins Road and the other at 842 Cowan Road. The nominal stormwater pump station capacities at the Rollins Road and Cowan Road sites are 90,000 GPM and 63,000 GPM respectively. The nominal capacity of the 1740 Rollins Road sewage pump station is approximately 1200 GPM. The stormwater pump stations are equipped with vertical propeller pumps with below-grade discharges and will be replaced with similar pumps, four (4) at each pump station. The 1740 Rollins Road sewage lift station is equipped with three (3) dry pit pumps and will be converted to a submersible pump lift station equipped with three (3) 1070 GPM pumps. Ancillary work includes replacement of the standby generators and transfer switches at both sites, rehabilitation of the stormwater Discharge Box

structure at the 1740 Rollins Road site and replacement of pump discharge flap gates at both pump station sites.

SCOPE OF WORK

The City is requesting proposals from selected qualified engineering and construction management firms to perform professional construction management and inspection services for the project. The following services include, but not limited to:

Pre-Construction

- Review and become familiar with project contract documents.
- Identify safety issues for traffic delineation, pedestrian convenience and safety, and work area safety for review at contractor pre-construction meeting.
- Set up 24-hour information and emergency phone number with Public Relations (PR) consultant.
- Coordinate and chair pre-construction meeting with contractor and subcontractors, other consultants and all affected City departments.
- Coordinate with PG&E and businesses that will be affected near the construction sites.
- Prepare and distribute pre-construction meeting minutes to attendees after meeting.
- Coordinate with the affected residents and businesses and provide advance notifications of construction and site access coordination.
- Coordinate with design consultant, City Engineering, and Corporation Yard staff on submittal reviews.

Construction Management and Inspection

- Perform full-time construction inspection, observation, and documentation, including Certificates of Compliance of all materials received and their placement, and other related services. Submit weekly, all pertinent correspondence and documentation to City.
- Perform construction inspections of the structural elements of the project. Coordinate concrete cylinder with City's materials testing firm.
- Perform masonry and structural steel inspection for the modification of the 1740 Rollins Control Building. Special inspection certification will be required for this work.
- The construction management and inspection firm will coordinate with the Contractor and provide materials testing for testing of required materials including compaction, concrete cylinder testing, and other miscellaneous testing which may be required. Consultant will review testing results and submit to City.
- Perform inspections for all electrical work included in the pump station upgrade project.
- Coordinate with City Corporation Yard staff for any materials inspections, shut-downs, and other coordination items.
- Provide daily and weekly reports, including description of work completed to date; subcontractors on site; number and type of workers, labor hours, and equipment used; weather and visitors to site; any dispute, claims, or problems encountered along with their resolution; QA/QC implementation actually conducted; any laboratory verifications and testing results; and any regulatory or permitting agency interaction.

- Provide photos and video of pre-construction conditions of work limits, photos of work in progress including at a minimum 36 digital copies every two weeks during construction.
- Coordinate construction with all relevant entities, such as, City Corporation Yard, PG&E, AT&T, Caltrans, utility companies, County of San Mateo, City of Millbrae, San Francisco Airport, and regulatory or permitting agencies to resolve any conflicts or issues.
- Review and manage submittals of materials, and shop drawings.
- Coordinate on-site or office contractor meetings.
- Coordinate final walk through, and prepare punch list and final pay estimates to verify completion of all work.
- Monitor and coordinate project schedule.
- Prepare and process Requests for Information from contractor.
- Review certified payrolls for consistency with daily inspection reports.
- Prepare Progress Payments and Change Orders using the City of Burlingame forms.
- Review and perform analysis of Change Order requests from contractor. Perform Change Order negotiations and prepare report for City approval.
- Coordinate and assist with facility start-ups and testing.
- Manage project files.
- Recommend acceptance of project for council approval.
- Provide a final report to include documentation of work completed during the project. The final report shall include the following:
 - i. Narrative description of the entire project.
 - ii. Description of all laboratory tests and results.
 - iii. Discussion of any regulatory interface.
 - iv. An Appendix containing all pertinent correspondence.
 - v. An Appendix containing the details of all laboratory testing and results including any Certificates of Compliance.
 - vi. Coordinate preparation of record drawings or as-builts from set of marked up plans (Design engineer has original AutoCAD plans and will prepare changes from marked-up set provided by construction manager/inspector).

PROJECT SCHEDULE AND CONSULTANT SELECTION

Schedule for Consultant Selection

Proposals Due	July 15, 219
Inspector/Construction Manager Interview.....	If necessary, July 22 rd – 24 th , 2019
Award of Contract	August 2019
Begin of Construction	September 2019

The dates shown above are tentative. The Consultant shall state in the proposal a commitment to the project schedule outlined above (including project staffing resources).

Proposal Requirements

The proposal should be a letter proposal and should include the following components. The proposal should be brief and concise.

- The City is looking for complete construction management service, including, construction management, inspection, coordination, testing, start-up, and construction close-out. The scope shall include all the required testing, that is, structural, concrete, electrical, mechanical, etc. In addition, the Consultant shall include a detailed plan for the project inspection and testing when the construction is ongoing at the two sites.
- Identify the inspector and construction manager to be assigned to the project. Provide inspector's experience in similar projects, understanding of the project, understanding of City standard specifications and details, and ability to work in public projects.
- Scope of Services.

If necessary, the City may interview the construction manager and inspector assigned to the project for his or her experience with successfully managing the construction of capital improvement projects. The inspector and construction manager to be interviewed should be the inspector and construction manager assigned to the project. The City will not accept any substitutes for the interview process and will not accept any substitutes for construction.

Cost Proposal and Payment

A cost proposal for the work shall be submitted separately within a sealed envelope, plainly marked, and shall include the following:

- A spreadsheet which shows in detail the number of hours by task for each project personnel. Provide on the same spreadsheet the total number of hours for each task (row total) and total hours for each project personnel (column total). Identify all project personnel. In the same spreadsheet, show the dollar cost per task for each staff project personnel proposed for the project. The format shall indicate the total dollar cost for each task (row total) and the total dollar cost for each staff project personnel (column total), and the total not-to-exceed fee for the project.

Fees paid to consultant will be on a time and materials basis as justified by "percent of work completed" up to the negotiated maximum amount per signed contract. Any extra work deemed necessary by the consultant must be pre-approved and authorized by the City in writing. No payment will be made on any unauthorized work performed by the consultant or sub-consultants.

Inspector Interview

The proposal should identify the inspector to be assigned to the project. The inspector's experience in similar projects, understanding of the project, understanding of City standard specifications and details, and ability to work in public projects are key criteria in the selection of a consulting firm. The inspector should possess significant experience in storm and sewer pump stations, pipeline projects, hydraulics, pump station start-ups, associated electrical work, and relevant project experience. The inspector to be interviewed should be the inspector assigned to the project. The City will not accept any substitutes for the interview process and will not accept any substitutes for construction. In addition, the proposal should also clearly identify: (1) the structural inspection and testing entities, if different from the consulting firm, and (2) the concrete inspection and testing entities, if different from the consulting firm.

Proposal Requirements

The proposal should be a letter proposal (no more than 5 pages) and should include the following components. The proposal should be brief and concise.

- Identify the project inspector to be assigned to the project.
- Scope of Services.
- A spreadsheet which shows in detail, the number of hours by task for each project personnel. Provide on the same spreadsheet the total number of hours for each task (row total) and total hours for the project personnel (column total). In the same spreadsheet, show the dollar cost per task for the personnel proposed for the project. The format shall indicate the total dollar cost for each task (row total) and the total dollar cost for the staff project personnel (column total), and the total not-to-exceed fee for the project.

Fees paid to consultant will be on a time and materials basis as justified by “percent of work completed” up to the negotiated maximum amount per signed contract. Any extra work deemed necessary by the consultant must be pre-approved and authorized by the City in writing. No payment will be made on any unauthorized work performed by the consultant or sub-consultants.

Project Management and Billings

During the course of the project and to support each and every invoice the consultant shall furnish control reports that shall include the following:

- A cost report for each task showing:
 - 1) Current period and cumulative expenditures to date.
 - 2) Approved budget and approved contract amount.
 - 3) A comparison of the estimated cost at completion with the approved budget to show any variance.

Completed reports are to be submitted monthly, together with invoice submittal, unless directed otherwise by the City’s project manager. The invoice shall be accompanied by a construction breakdown showing specific person and classification being billed for the period by task.

Contract Agreement

The Contractor shall state in the proposal his or her willingness to accept the terms and conditions in the Contract Agreement for Contract Services attached. This is the City’s standard agreement and the consultant shall list any items which cannot be met and the alternative suggested wording if necessary to ensure proper agreement terms.

Insurance Requirements

The selected Consultant will be required to furnish evidence of insurance in the amounts as listed below.

General Liability (Single Occurrence)	\$1,000,000
General Liability (Aggregate)	\$2,000,000
Automobile Liability	\$1,000,000
Professional Liability	\$2,000,000 per claim and Annual Aggregate

Consultant Selection Criteria

The most suitable Consultant will be determined by the City based on the inspector's experience in similar projects, understanding of the project, understanding of City standard specifications and details, ability to work in public projects, the firm's plan to manage cost control/procedures, and with the most qualified sub-consultant for inspection and testing.

After reviewing all proposals, the City will select and schedule suitable Consultant(s) for an interview with the inspector assigned to the project. The City will then select the most qualified Consultant for the project and negotiate a contract. If unsuccessful, the next most suitable Consultant will be contacted, and so on.

Submit one (1) hard copy and one (1) digital copy of the proposal to:

Mahesh Yedluri, P.E., Senior Civil Engineer
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

For questions and additional information about this Request for Proposal, contact me or Martin Quan at (650) 558-7230.

Sincerely,



Mahesh Yedluri, P.E.
Senior Civil Engineer

Enclosed:
100% Design Plans
Professional Service Agreement (Sample)