



CITY OF GARDENA

PUBLIC WORKS ENGINEERING

REQUEST FOR PROPOSAL

FOR

CONSTRUCTION MANAGEMENT AND INSPECTION (CMI)
SERVICES FOR THE GARDENA COMMUNITY AQUATIC AND
SENIOR CENTER PROJECT, JOB NUMBER (JN 978)

OCTOBER 2022

Memoranda:

Download the RFP & Appendix items here at <https://cityofgardena.org/public-contracts/>

SUBMITTAL INFORMATION

All proposals must be received by the Public Work's Office, at the City of Gardena, **no later than: Monday, November 14, 2022, at 4:00 p.m. in two (2) sealed envelopes – one shall be solely for the fee proposal.** Proposals received after the time and date indicated above shall be deemed nonresponsive and returned unopened.

Consultants shall submit three (3) hard copies and one (1) PDF file on PC compatible USB drive for each sealed envelope.

Proposal for CMI Services for Gardena Community Aquatic and Senior Center Project (JN 978)
Office of the Public Works Department
City of Gardena
1717 W. 162nd Street
Gardena, California 90247-3778

Contact Info: Kevin Kwak, Assistant Director of Public Works/City Engineer at
kkwak@cityofgardena.org or 310.217.9643

**REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
THE GARDENA COMMUNITY AQUATIC AND SENIOR CENTER PROJECT
(JN 978)**

OVERVIEW

The City of Gardena (City) is soliciting proposals from qualified consultant firms for Construction Management and Inspection (CMI) services for the Gardena Community Aquatic and Senior Center Project. Services include, but not limited to:

Providing constructability review of the plans, specifications and cost estimate (PS&E); oversee construction coordination meetings with the contractor and stakeholders; coordination of materials submittals; providing construction inspection and reporting; schedule tracking; review and recommend approval of contractor payment requests; oversight of contractors surveying, staking and assurance of monument preservation; review, negotiate, and recommend approval of contract change orders; coordination with utilities and other agencies; assure contractor labor compliance; records management; and assist in the required billing(s) for fund reimbursement. The project's construction contract administration shall be in conformance to the APWA Greenbook, the City of Gardena's local standards and the project specifications. The project will be constructed at the existing Primm Memorial Pool located at 1654 W. 160th Street and the adjacent 16010 & 16004 S. Harvard Boulevard lots that will be vacant.

Qualified Consultants are hereby notified that this project will be solely or partially funded with Proposition 68 and City General funds and shall adhere to all requirements under the program funding sources. This project is subject to local, and state regulations and procurement requirements.

The City makes no representation or guarantee as to, and shall not be responsible for, the accuracy, completeness, or pertinence of the Reference Documents, and, in addition shall not be responsible for any conclusions drawn therefrom. They are made available to the Proposer for the purpose of providing such information as is in the possession of the City, whether or not such information may be accurate, complete or pertinent, or of any value.

An electronic copy of this RFP is available for download at the City of Gardena Website <https://cityofgardena.org/public-contracts/>. The City recognizes there may be questions or items requiring discussion and/or clarification prior to each Firm's preparation and submission of its proposal. If questions do arise, direct all questions to Kevin Kwak via email at kkwak@cityofgardena.org. If necessary, clarifications, explanations, or instructions shall be sent in writing or electronically to all firms having requested this RFP and/or as an addendum posted on the City Website. Requests for Clarifications will not be accepted, nor responded to after 12:00 P.M. on Thursday, November 3, 2022. Any interpretations or addenda issued by the City shall be incorporated into this RFP.

Proposers may not rely on any oral interpretations given by any City employee and may only rely upon officially issued, written addenda.

The City reserves the right to determine (in its sole discretion) if a formal pre-proposal session with candidate Firms will be required. The City's objective is to ensure an appropriate exchange of information prior to proposal preparation and submission to minimize both wasted effort by Firms and unnecessary follow-up by City personnel during the evaluation process.

The City currently anticipates conducting the selection process in accordance with the following schedule. This schedule is subject to revision and the City reserves the right to modify the schedule as needed or necessary.

RFP released	October 13, 2022
Deadline for questions, clarifications	November 3, 2022 @ 12:00 p.m.
Proposal due	November 14, 2022 @ 4:00 p.m.
Consultant interviews (if necessary)	Week of November 28, 2022
Consultant selection and Council award	December 13, 2022

PROJECT BACKGROUND

The existing Primm Memorial Pool, located at 1650 W. 160th Street was built decades ago and has not been in operation since the summer of 2019 due to the state of the facilities. The facility has been red-tagged due to its deficiencies and did not meet the Health Department, Building Department, and Americans with Disabilities Act (ADA) requirements.

On September 28, 2021, the City Council approved the design Architecture and Engineering services for the project to RJM Design Group. The City also secured the project budget of \$8.5M of Proposition 68 park grant and \$6.5M Bond Proceed funds (General Funds) and \$1.4M Federal Earmarks.

The existing pool facility is approximately 1,500 square feet and has showers and locker rooms. The proposed new facility is 12,000 square feet. The community complex will be built on the acquired four-plex building that will be adjacent to the pool. The building will have amenities for the senior center and aquatic center. The senior center will have a reception/lobby, restroom, conference room, office, breakroom, storage room and kitchen/pantry. The aquatics center will have a ticket window, men/women's locker room and family restroom.

The current Primm Pool is 25-yards with 6-lanes. The pool will be expanded to 8-lanes. There will be an aquatics center entrance, outdoor showers, bleacher seating, seat walls, shade structures, diving board, pool equipment/mechanical room and pool storage. The outdoor courtyard will have the exercise station, ADA accessible drinking fountain, picnic tables, barbecue grill and lawn area. There will also be ADA parking stalls.

The project is currently at 75% Construction Document (CD) phase and is scheduled to be completed by early 2023. In addition, the demolition of the existing pool, mechanical and facility buildings, and two four-plex buildings are currently underway as a separate construction phase. It is anticipated to be completed by end of October 2022.

For reference only, City is additionally working with Southern California Edison to underground the existing Overhead (OH) utilities. All applications have been submitted to the utility companies; SCE, AT&T, and Charter's design plans to be completed by November 2022 and anticipating a separate construction

in February 2023 prior to the community and aquatic center construction phase. This effort will be led by City and SCE.

The City intends to award the CMI contract to the chosen consultant before finalizing the CD phase to include constructability review in the scope and to enhance transition from design to construction phases.

SCOPE OF SERVICES TO BE PROVIDED

The City is seeking a qualified consultant firm to provide professional Construction Management and Inspection Services related to the proposed Gardena Community Aquatic and Senior Center Project including but not limited to: pool construction and its mechanical room, new community center building construction, earthwork and site grading, utilities, outdoor courtyard, ADA amenities and parking, landscape and irrigation installation, concrete slabs, walls, shade structures, and other pool and community center amenities.

The current 75% Construction Documents (CD) and the Conceptual Renderings are included in the Appendices. The project construction is anticipated to begin in Spring 2023 and will be completed by June 2024 to comply with Proposition 68, Park Grant funds. The probable Construction Cost at current phase is approximately \$12.5M. In general, the City of Gardena uses the "Standard Specifications for Public Works Construction" (GREENBOOK), CSI Technical Specifications, and the City Standards Plans, as the basis of a project's plans, specifications, and estimate. Other standard drawings used in the design are referenced on the plans and specifications. Additionally, the City Building permit will be acquired and it's plan check approval process.

The selected consultant shall provide one qualified Registered Civil Engineer serving in the capacity as Construction Manager responsible for Inspection and Contract Management for the construction of the project. Responsibilities include but not limited to:

- Attend all project related meetings
- Lead all meetings during the construction from pre-construction to final closeout
- Provide a constructability review of the project plans, specifications, and engineer's estimate
- Maintain project files per City template
- Provide and supervise construction observation/inspection
- Prepare construction inspector's daily reports
- Review and track the contractor's construction schedule
- Assure contractor adheres to labor compliance requirements
- Issue a weekly working day statement
- Coordinate with the City's Project Manager, utility companies, and other agencies
- Assist in acquiring all necessary permits with respective agencies
- Review and track submittal approvals
- Provide public outreach as needed
- Review and make recommendation for contractor progress payments
- Review and make recommendations regarding the contractor's request for a contract change order
- Assure contractor to maintain a set of "as-built" plans
- Schedule the final walk-through inspection and prepare a "punch-list"
- Assure contractor to obtain all necessary permits and its approval

- Preparation of documents as required by auditors (as needed)

Task 1 – Meetings: The selected consultant will meet with City personnel for an initial kick-off meeting. Once the contractor is awarded a contract the consultant will schedule a pre-construction conference inviting all of the Project’s stakeholders. In addition, the selected consultant shall conduct weekly coordination meetings with the contractor and stakeholders that will be involved with the following week’s work. The consultant shall prepare agendas and minutes for all meetings. The contractor will be required to provide a “look ahead” schedule at each weekly meeting that the selected consultant shall review and provide comment. These meetings may be held at the City Facility. However, the meeting location may be scheduled for an alternate site if agreed by the contractor and approved by the City.

Task 2 – Construction Management: The selected consultant must provide a qualified Registered Civil Engineer serving as a construction manager having at least 10 years of experience with similar projects and be responsible for the following tasks (City reserves the right to eliminate tasks as needed):

- **Task 2a - Constructability Review:** The construction manager shall be responsible for the review of the design plans, specifications, and engineer’s estimate at the 100% design milestone to advise on the constructability of the design and offer recommendations to improve construction efficiencies and/or reduce impacts to property owners, business and traveling public. These reviews shall take no longer than two (2) weeks to complete. The consultant shall meet with the Project Manager and City to discuss the recommendation.
- **Task 2b – Provide Daily Construction Inspections:** The construction manager shall supervise or provide him/herself the work of the project construction inspections. Review or prepare inspector’s daily reports and submit copies to the City on a weekly basis.
- **Task 2c – Construction Schedule:** The construction manager shall review the contractor’s project schedule and confirm that tasks are scheduled within appropriate timeframes with the least impact to the public. On a weekly basis, the construction manager shall review the contractor’s weekly look ahead schedule to confirm it is in compliance with the original schedule and that coordination with utility companies and agencies has been performed. If the weekly look ahead schedule is not in compliance with the original schedule, direct the contractor to make suitable adjustments.
- **Task 2d – 3 Week Look Ahead Work Schedule:** The construction manager shall prepare, maintain, and update a 3 week look ahead schedule and issue to the contractor and to the City weekly.
- **Task 2e – Coordination:** The construction manager shall be the City’s representative to assure contractor coordination with the design team, utility companies, other agencies, and City personnel.

As part of this task, the construction manager shall review and track all submittals by the contractor. At a minimum, the tracking log shall be prepared to document: The date the submittal was delivered; who the submittal was transmitted to for comment/approval; and when

the submittal was returned with comment or approval.

- **Task 2f – Review Contractor Payment and Contract Change Order Requests:** The construction manager shall review all contractor payment requests and reconcile item quantities with field measurements. Once the reconciliation is complete and the contractor agrees the construction manager shall provide a written recommendation to the City for payment. The construction manager's recommendation process shall take no longer than one (1) work week. If the contractor's payment request is in error, the construction manager shall reject the request in writing stating the reason for rejection.

The construction manager shall review all contractor contract change order requests to confirm it is a valid request not covered by the plans and specifications. The construction manager shall also forward all requests to the design engineer for their input to the requests validity and cost. If the request is valid and a reasonable cost established the construction manager shall forward the change order request to the City recommending approval.

- **Task 2g – Review on Contract Claims:** The construction manager shall be responsible in working with the contractor and resolving any issues prior to claims. The construction manager shall assist with City personnel in recommending the best solution to resolve disputed claims. Resolution of disputed claims shall be approved by the City Engineer or its designee.
- **Task 2h – Final Walk Through and "Punch-List":** The construction manager shall arrange for a final walk-through inspection with the contractor and prepare a "punch-list" of items needed to be addressed to complete the work.
- **Task 2i – "As-Built" Plans:** The construction manager shall maintain a set of "as-built" plans. These plans shall be submitted to the City once the project is completed.
- **Task 2j – Public Outreach:** The construction manager shall be responsible to keep the adjacent residents and property owners apprised of the progress of the construction. This task may include but is not limited to the: Distributing City approved flyers to the properties along the project route describing the proposed work and assuring the contractor informs residents/businesses of localized work that may impact their property; and responding to complaints.
- **Task 2k – Survey** – The selected consultant shall monitor all activities related to the contractor's survey work including, but not limited to verification of field work, survey records, monumentation, etc. as required/needed for this project.

Task 3 – Construction Inspection and Reporting: The selected consultant shall provide experienced construction observation/inspection as required to assure compliance with the plans and specifications as needed/during all times the contractor is working, and such work requires inspection. Construction inspector shall have the full knowledge in the day-to-day operations and activities, coordination of all construction methods required for construction of the improvements included in the Gardena Community

Aquatic and Senior Center Plans and Specifications. It is anticipated/expected most of the work will occur during the day. The consultant shall report the daily progress of the work on forms approved by the City, produced by the consultant documenting the same information. The consultant shall document all personnel and equipment used for the day. The construction inspector's report will need to incorporate photos including before, during and after construction. The format of the inspector's daily report will need to be approved by the City. Copies of these completed forms shall be submitted to the City on a weekly basis.

Task 4 – Labor Compliance: The selected consultant shall enforce the contractor's submittal of monthly certified payroll from both the prime contractor and all subcontractors. The consultant shall review the payroll to confirm the contractor is meeting contract and project requirements. The prime contractor shall be responsible to assure corrections of any payroll that does not meet contract or State requirements including making additional payments to employees, if necessary. All correspondence and corrections with and by the contractor shall be documented and forwarded to the City. Consultant will need to inform the City as soon as the consultant discovers the discrepancies or labor compliance violations. The consultant shall submit a monthly labor compliance report to the City. The report shall include certified payroll, correspondence corrections and consultant letter certifying the review and labor compliance in accordance to the State regulations.

Task 5 – Geotechnical and Materials Testing: The selected consultant shall provide geotechnical and materials testing to assure the contractor's construction methods and materials meet the requirements of the plans and specifications.

RFP SUBMITTAL REQUIREMENTS

The City requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. The proposal shall be signed by someone authorized by the proposer to execute a contract between the City and proposer. Proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope to fully address the project issues and deliver the completed improvements:

1. **Cover Letter** – Maximum one (1) page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include, name, address and phone number of the person authorized to represent the proposer.
2. **Methodology, Project Understanding, and Scope of Work** – Maximum five (5) page description which enables the City of Gardena to assess the proposer's experience and capability to perform the services as outlined in the Scope of Work in a structured and efficient fashion. Details with specific task descriptions to demonstrate that the proper has considered all aspects of the project and that the proper will cover them thoroughly. A list of the City's responsibilities, if any, shall be included.
3. **Personnel Qualifications/Experience** – Maximum four (4) page summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the

proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all sub-consultant's performing any of the tasks or services contemplated under this RFP on the proposer's behalf. Indicate whether your firm is a corporation, joint venture, partnership or sole proprietorship or a DBE. Indicate the name(s) of the owner(s) of your firm and number of years in business. An organization chart identifying the proposed team members shall also be included. Resumes of the individual(s) and sub-consultants assigned to the project shall be provided as an attachment to the proposal.

The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include proposer's overall experience, experience with similar projects and the experience of individuals on the proposed team. Show how the proposer's experience relates to the demands of this project.

4. **Quality Assurance/Quality Control Procedures** - Maximum one (1) page brief description of the consultant's approach to implement a Project-specific Quality Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e. engineering discipline review, coordination review, constructability review, QA/QC control review, etc.).
5. **Representative Project Descriptions and Client Reference** – Maximum five (5) page to provide up to five examples of similar projects, including a respective brief description of proposer's role(s) and responsibilities for each within the last five years. Additionally, each example shall include the client's contact name and telephone number. Phone number shall be current, or the proposer will not receive credit for the reference.
6. **Comments Regarding Contract (if any)** – Submit comments, if any, to any clause(s) in the agreement that proposer objects to. Ensure that insurance and contract agreements can be met.
7. **Hourly Breakdown by Task** – The proposal shall provide a table that identifies each subtask and the number of hours assigned to each team member for this task. This provides the City with information on the consultant's understanding of the level of effort needed for the project. The consultant will not be held to the allocation of hours by subtask as the project moves forward but, will be held to the not to exceed amount identified in the cost estimate of consulting fee.
8. **Schedule Control** – Time is of the essence. It is critical the proposer describe methods that can be used to keep the construction on schedule within maximum of two (2) pages. The proposer shall illustrate methods they have used to assist a contractor to meet their proposed schedule. Discuss previous projects where the consultant was able to avert a potential delay by implementing project management techniques.
9. **Cost Estimates of Consulting Fee** – Each proposal shall include project specific fees. The costs are to be broken down by tasks and subtasks listed in the Scope of Work and shall indicate the proposed level of effort by staff, sub-consultants, and other overhead costs. A fee schedule

outlining hourly rates of the staff levels shall also be included. Consultant estimates shall be placed in a separate sealed envelope.

- 10. As applicable,** submit a list of lawsuits filed within the past (5) five years against the firm's Professional Liability Insurance policy (errors and omissions), if any. Accompanying each list shall be a declaration by a principal of the firm indicating careful review of such lists and adding appropriate information concerning the status or disposition of the lawsuits or claims. This information may be submitted separately and confidentially if so desired.

QUALIFICATIONS

The City intends to select the most qualified consultant available for this assignment that demonstrates a thorough understanding of the City's needs and the ability to deliver the project in a reasonable timeframe and for a reasonable fee. It is imperative the Consultant's proposal fully addresses all aspects of the RFP. The proposal must clearly articulate the Consultant's understanding of the project and the City's specific requirements.

The City intends to rank the consultants based on the following factors (not necessarily listed in the order of importance):

- Expertise, Experience & Training Plus Prior Contracting History (50%) – The expertise, experience and training of the proposer and its key personnel, previous and recent experience with similar work/similar fields and qualifications on Senior and/or Aquatic Improvement Projects and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.
- Project Approach (30%) – The proposer's responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- Schedule Control (10%) – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated by the Project and documented previous similar project experience where projects were completed on or ahead of schedule.
- Compliance with RFP (10%) – The ability of the proposer to comply with all instructions set forth under this RFP as well as the proposer's ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

The City will check the references of the top-ranked consultants for such things as record in accomplishing work in a timely manner for similar projects within budget, quality of work completed for the City or other public agencies, ability to work with City staff and the public, as well as any outstanding litigation.

The City shall negotiate an agreement with the most qualified consultant. If negotiations with such consultant are unsuccessful, the City will negotiate with the second most qualified firm. The selection

process will be complete once a contract is executed. When the City has reached an agreement with a consultant, all firms submitting a proposal will be notified of the results in writing.

Per City policy, the determination of the most qualified consultant shall be on the basis of demonstrated competence and qualifications for the type of services required. The fee proposal will remain confidential in the initial selection process and will not be used as the sole determining factor in consultant selection, but will be one determining factor if more than one firm is deemed qualified to perform the work required on the project.

The evaluation panel may, if it deems necessary, select certain proposers for oral interviews and/or presentations. Interviews apply only to the top finalist(s), as determined by the evaluation panel. The oral interviews will allow finalists to demonstrate their understanding of the project objectives and to articulate their capability to meet or exceed the requirements of this RFP.

GENERAL TERMS & CONDITIONS

By submitting a Proposal, the Consultant represents that they have thoroughly examined and become familiar with the requirements of this RFP and can perform quality work to achieve the objectives of the City.

The City reserves the right to withdraw the RFP at any time without prior notice. The City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City reserves the right to extend the deadline for Proposals, postpone reviewing the Proposals for its own convenience, reject any and all Proposals without indicating any reasons for such rejection(s), and negotiate with any qualified consultant. The City does not guarantee successful firms will be provided any projects.

The successful consultant(s) and sub-consultants are required to obtain and maintain a City of Gardena business license and insurance. The license and insurance shall be maintained for the duration of the Agreement. A current business license is not a prerequisite for submittal of the proposal.

The City is not liable for any costs incurred by the Proposers before entering into a formal agreement. Costs for developing the Proposal or any other such expenses incurred by the Proposer in responding to this RFP and entirely the responsibility of the Proposer and shall not be reimbursed by the City.

The City is not responsible for Proposals which are delinquent, lost, incorrectly marked, sent to the wrong address, or sent by mail or courier service and not signed for by the City.

AGREEMENT & INSURANCE

The City's Standard Consultant Services Agreement is included in Attachment A. The Consultant will be expected to enter into the Agreement without substantive changes. Any changes will require approval by the City Attorney.

The City's standard insurance requirements is included as part of the Standard Consultant Services Agreement included in Attachment A.

ATTACHMENTS

Attachment A – Standard Consultant Services Agreement

Attachment B – 75% Construction Document Plans

Attachment C – Conceptual Rendering

ATTCHAMENT A

Standard Consultant Services Agreement

(Download available at <https://cityofgarden.org/public-contracts/>)

ATTCHAMENT B

75% Completed Construction Document Plans

(Download available at <https://cityofgarden.org/public-contracts/>)

ATTCHAMENT C

Conceptual Renderings

(Download available at <https://cityofgardena.org/public-contracts/>)