

**CITY OF ROHNERT PARK  
PUBLIC WORKS**

**REQUEST FOR PROPOSALS**

**FOR**

**TRAIL TO CRANE CREEK REGIONAL PARK  
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

**PROJECT NO. 2007-19**



City of Rohnert Park  
Public Works  
600 Enterprise Drive  
Rohnert Park, CA 94928  
(707) 588-2232

Distribution/Advertisement: **July 11, 2022**  
Deadline for Submittal of SOQ: **July 28, 2022**

The City of Rohnert Park invites your interest to the following opportunity:

**TRAIL TO CRANE CREEK REGIONAL PARK  
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES  
PROJECT 2007-19**

**I. GENERAL DESCRIPTION OF THE PROJECT & BACKGROUND**

The City’s Trail to Crane Creek Regional Park Project includes the construction of 7,500 linear feet of Class I Resin-Based paved bike trail, one 90-foot pre-fab steel pedestrian bridge with footings, two 14-foot clear span wood bridges with footings, drainage improvements, minor structures for earth retainment or drainage, concrete abutments, trail signage and portions of new fencing.

The project is located on City-owned property at 6626 Petaluma Hill Road as shown on the attached drawings.

The City is looking for proposals for construction management, inspection, geotechnical and special inspection services, and contractor oversight of the Project’s Mitigated Negative Declaration Mitigation Monitoring and Reporting Program (MMRP) associated with the Project’s environmental report (Mitigated Negative Declaration) during construction. Refer to **Attachment C** for the final drawings and specifications.

This project is funded through a grant with the Sonoma County Agriculture and Open Space District, the City’s Capital Improvement Project (CIP) program as well as from funding from various Sonoma County departments. The Engineer’s estimate for construction is **\$2.2 Million**. The City would like all submitting consultants to include **170 working and inspection days** within the proposal for Construction Management and Inspection Services.

The City’s intent is to award the construction management and inspection consultant contract just prior to or simultaneously with the construction contract awarded to the Contractor. The construction contract is scheduled to be publicly bid in fall 2022 and awarded to start construction in fall 2022.

**II. SCHEDULE, LOCATION, CONTACT**

The City sets the following schedule for proposal submittal:

Deadline for submittal:	5:00 pm, July 28, 2022
Award of Contract:	Anticipated August 23, 2022

Submit proposal to: City of Rohnert Park  
Public Works  
600 Enterprise Drive  
Rohnert Park, CA 94928

Questions regarding this RFP, please direct to: Julian De Anda, PE  
[jdeanda@rpcity.org](mailto:jdeanda@rpcity.org)  
707-588-3317

### III. ANTICIPATED SCOPE OF SERVICES

The City anticipates that the work will include the following general elements, but any missing relevant scope shall be included by the Consultant as well:

1. The Consultant shall provide the City with a senior-level full-time on-site inspector, a Construction Manager, and a construction support team (Construction Management Team).
2. The Construction Manager's responsibility and scope of work is to facilitate the successful completion of the project during pre-construction, construction and post-construction phases of the project, including the following:
  - Contract administration, construction management, field inspection to observe and document daily construction activities, and geotechnical observation, material testing and special inspection services.
  - The construction manager will provide Resident Engineer services as required.

#### Initial Study/Mitigated Negative Declaration Mitigation Monitoring (IS/MND) & Reporting Program (MMRP) Compliance Services:

The Project's Initial Study/Mitigated Negative Declaration Document (see **Attachment E**) generated the Mitigated Monitoring & Reporting Program (MMRP) and is to be complied with during construction. Consultant compliance services will include providing staff and reporting resources to comply with all requirements of the MMRP as noted in **Attachment D**. The Consultant shall monitor the Contractor with items that apply to the Contractor. A portion of the MMRP includes coordination with a Tribal Representative during construction activities. The City will be the main point of contact with the Tribal Representative.

Please note that the mitigation measures include having the following specialists as part of the Consultant team:

- An archeologist (as approved by the city)
- A biologist
- Other specialists as may be listed in the MMRP

#### Environmental Permits Compliance Services:

1. For project compliance with the State Regional Water Quality Control Board regarding environmental impacts, the City purchased riparian mitigation credits. Refer to **Attachment D** for details. The City is in the process of obtaining the "Notice of Applicability (NOA)" Permit from the Regional Board. If additional monitoring is required by the NOA, the City will coordinate the additional services with the selected consultant.
2. For project compliance with the California Department of Fish and Wildlife (CDFW) regarding environmental impacts, the City entered into a streambed Alteration Agreement (EPIMS-SON-15175-R3) with CDFW. Refer to **Attachment D** for details on the agreement.
  - a. The Consultant shall assist the City with all reporting, monitoring surveys and requirements as noted in the Streambed Alteration Agreement.
3. For project compliance with the Bay Area Air Quality Management District (BAAQMD) regarding environmental impacts, the City has to comply with the requirements noted in

the Initial Study/Mitigated Negative Declaration (IS/MND) (See Attachment E, pages 40-41) during construction. The project specifications have incorporated these requirements.

- a. The Consultant shall assist the City with BAAQMD monitoring requirements as noted in the IS/MND.
4. It was determined through the environmental process that Army Corps Section 404 Permit does not apply to this project.

#### Geotechnical and Special Inspection Services:

Consultant shall provide geotechnical observation, material testing and special inspection services per the drawings and specifications. Refer to drawings for special inspection requirements. There may be additional special inspection services based on Building Department additional requirements.

#### Storm Water Pollution Prevention Plan (SWPPP) Consultant Services:

This project disturbs more than one acre of land. The Consultant shall generate and provide the SWPPP for this project per State Construction General Permit (CGP) Requirements (2009-0009-DWQ). The City will be the legally responsible person (LRP). The Consultant shall submit all required documents to the State (via the website program SMARTS) to obtain coverage under the CGP. The Consultant shall provide the QSD (Qualified SWPPP Developer) to develop the SWPPP and the QSP (Qualified SWPPP Practitioner) to implement the SWPPP. The Contractor hired to construct the trail will install all stormwater best management practices (BMP) per the drawings, the SWPPP and as directed by the QSP.

#### Pre-Construction Services:

Consultant to provide the following pre-construction services:

- Conduct a kick-off meeting with City staff and relevant parties to discuss the project.
  - The City is in contract with Pat Nelson Construction for the Tank 9 Pad Installation Project, which is located on the same parcel as the Trail to Crane Creek Project. There will likely be overlap with this project. Consultant to coordinate with the City and the Construction Manager for the Tank 9 Project in an effort to minimize construction conflicts between the two projects.
- Become familiar with and perform a thorough review of the final bid documents, MMRP and permits **prior** to start of construction.
- Submit a SWPPP approved by the City Engineer to the Regional Water Board's website for certification by the LRP (SMARTS site). Consultant shall also fill out all data associated with Notice of Intent (NOI) on the website.
- Survey and reporting requirements to be completed prior to construction including:
  - BIO-2 Pre-Construction Rare Plant **Biologist** Survey
  - BIO-4 Pre-Construction Nesting Bird **Biologist** Survey
  - BIO-5 Pre-Construction Burrowing Owl & Tiger Salamander **Biologist** Survey
  - BIO-6 Pre-Construction Rootings Bat **Biologist** Survey
- Prepare and submit to the City a **Construction Management Plan** for the project. The Plan will include the following:

- Preparation of a project specific manual identifying procedures and protocols to be used by the Construction Manager and project inspectors throughout the project.
- Identifying lines of communication between City, County, Tribal Representative, permitting agencies, Contractor, and Inspector.
- Contact list of key agencies, personnel, emergency contacts for Police, Fire and others, etc.
- Sample of a daily log.
- Shop drawing log to identify contractor submittals, status of approvals and when they are returned to contractor.
- Logging system to track contractor requests for information (RFI) and status of responses.
- Logging system to identify contract change order (CCO) requests and status of approvals or negotiations.
- Log of correspondence from and to contractor and City.
- Monitor contractor's record drawings throughout the project.
- Prepare a list of affected utilities. Prior to commencement of construction, prepare a notice to utilities identifying the impact of the project on their utilities and if any relocation required.
- Review the project drawings and conduct a job walk to verify the site conditions. Determine the construction requirements, constraints, sequence of operations, methods of traffic control (if applicable), and related project activities/events.
- Take photos and video of the existing site conditions.
- Conduct pre-construction surveys as required in the MMRP and environmental permits.
- Prepare filing system as indicated below in Construction Phase Services, item No. 4.

Construction Phase Services:

1. Schedule and chair the Pre-Construction Meeting. Consultant will prepare an agenda and minutes of the meeting. Attention will be given to those items that may impact the schedule and/or project funding. Plans for coordinating construction activities with the concurrent Tank 9 Pad Installation project will be discussed.
2. Conduct weekly or bi-weekly progress meetings with the Contractor, the City Project Manager, and other involved parties to discuss the progress of the project, review upcoming work, discuss status of submittals, RFIs and other significant issues relating to the Project. Prepare notes from the meetings, follow up on the issues raised at these meetings to expedite resolution and closure to issues and circulate meeting minutes.
3. Submittals and RFIs Tracking: Maintain a computer-based correspondence, information, and submittal tracking system to ensure that correspondence requiring responses, requests, and submittals are answered in a timely manner, not to exceed five business

days from the design engineer. The contractor's submittal schedule will list all significant submittals required by the specifications and those that are critical to the project's success. The schedule will identify the expected date that the item is due. The City will review the schedule to confirm that all submittals are listed and that the planned dates allow sufficient time before the item is required on the job site.

Consultant will identify those submittals that can be reviewed at the job site and those that should be reviewed by the design engineer. The objective will be to proactively forecast potential problems and develop solutions before impacts occur in the project process.

4. **Maintain Project Files (digital and hard copies):** Maintain orderly project files which will be provided to the City at the end of the project. These files shall include, but not be limited to:

- Notice to Proceed
- Correspondence
- Meeting minutes
- Submittals
- Reproductions of original contract documents, including addenda
- Contract change orders and supporting-documentation
- Clarifications for the contract documents
- Materials delivery tickets and compliance certification
- Weekly and monthly progress reports
- Meeting minutes
- Daily inspection reports
- Progress photos
- Lab and field test reports
- Progress payments supporting documentation
- Other project documentation

5. Provide field observation during construction. Consultant will conduct detailed site observations of the general progress of the work to determine if the work is proceeding in accordance with the contract documents. The Consultant will:

- Attend all meetings.
- Coordinate sampling and testing of construction materials in accordance with bid documents.
- Record up-to-date construction changes to use in preparation of the record drawings.
- Report to City any violations to any applicable regulations or mitigation measures
- Maintain a copy of the contract documents and construction-related documents at the site.
- Coordinate all construction activities with the utility companies and other agencies within the project area and as required by the City and the MMP

6. Prepare **construction inspection reports**. The on-site observer will complete a daily report of events that occur at the jobsite. Consultant will implement a format for these reports which will include the following:

- Contractor's working hours on the jobsite. A separate log will be maintained if the contractor works two shifts or nights.
  - Contractor, subcontractor and Agency personnel and equipment on the jobsite.
  - Weather conditions and observations as to the effect on the progress of the work.
  - Decisions or directions given to the contractor. Items of this nature would be those of usual work progress with directions to be included in a more formal manner.
  - Daily utilization of the contractor and subcontractor equipment on the site, and idle or in temporary storage.
  - Observations connected with the progress of the work including deficiencies or violations of contract requirements by the contractor.
  - Materials delivered to the job site, together with inspection results.
  - Observed or potential delays and apparent causes. The contractor's reaction to these delays will be noted.
  - Data relative to claims, extras or deductions. This should include those noted and agreed upon, as well as potential claims or items of disagreement.
  - List of visitors, including testing laboratory representatives or others.
7. Prepare and submit a **weekly status report** to the City consisting of, but not limited to, the following documentation:
- A narrative description of the progress of work and major tasks completed.
  - Schedule overview, with a 2 week look-ahead.
  - Weekly statement of working days remaining.
  - Contract change order summary.
  - One set of key progress photos.
  - Summary of construction progress for the prior reporting period.
  - Significant project issues including recommendations on any unsolved issues.
8. Review Contractor's schedule of values versus the payment application. Provide a recommendation of the monthly progress payment applications submitted by the contractor and provide recommendation to the City for payment. Construction Manager to organize field meeting between inspector, Contractor, City and County to verify quantities. Consultant will recommend that as a condition of approval, the contractor must be current with as-built recording and scheduling efforts.
9. Review the contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. Consultant will verify that all work for interim milestones is included on the schedule. Consultant will verify logic ties of activities, check the reasonability of task durations, review the critical path, and check for critical activities. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.
10. Contract Change Orders (CCO's) may be requested by the City, the Contractor, the Construction Manager, or the design engineer. Upon receipt of a proposed change, the Construction Manager will determine the necessity of the change, check for propriety, consider other methods of accomplishing the work, method of compensation, effect on contract time, estimate of cost, the Contractor's reaction to the proposed change, and the

probability of final approval. If the Construction Manager determines that a proposed change is warranted, a proposed change order file will be established. Documents prepared by the Construction Manager describing the work, will be transmitted to the Contractor for pricing. Concurrently, independent estimate of cost and time impact will be prepared by the City and Construction Manager. Upon receipt of the contractor's quotation, the Construction Inspector or Construction Manager will review and compare it to the independent estimate. Based on the review, the Construction Manager will either recommend approval to the City, or recommend rejection. If negotiation is authorized, the Construction Manager will conduct the negotiations with the Contractor.

For work **approved by the City** where a unit cost is not determined prior to performing the work, the Inspector will collect time and material sheets at the end of each day and sign off on them.

All documentation regarding CCOs will be maintained by the Consultant, including dates of notification by Contractor, interim steps, recommendation by Construction Manager, and final decision.

11. Assist the City to reach an agreement with the Contractor regarding disputes.
12. Coordinate and provide any certified technical inspections, field testing, or laboratory testing required for the project.
13. Review and monitor the contractor's safety program. The inspector will enforce on-site safety requirements and will report to City on any observed deviations from the plan.
14. Review and monitor all traffic control and public safety plans for compliance with all safety laws and regulations. Review all detour, lane closures, temporary access, signing, delineation and traffic control plans. The Inspector will enforce traffic control safety requirements in and around construction zones.
15. Review the Contractor's "Best Management Practices" plan prior to beginning of construction. Monitor the Contractor's implementation to prevent storm water pollution from related activities in compliance with the National Pollutant Discharge Elimination System (NPDES).
16. The Construction Manager will maintain a copy of the drawings and permits on the site with all the changes. Upon completion of construction, Consultant will conduct an As-Built verification, and prepare and provide a copy of the As-Built drawings to the City. The As-Built shall be typed and not handwritten. The As-Built shall be PDF and provided to the City with the final documents prior to final payment to the consultant.
17. Maintaining good, working relationships with the public and neighboring properties. The Construction Manager will immediately report to the City any inconvenience to the public and will try to remedy arising problems as soon as possible, subsequent to his discussion with the City.
18. Consultant to ensure Building Permit compliance and coordinate building inspection and final approval of the bridges.



### Post Construction Services

1. Consultant shall provide all project documents, including As-Builts, to the City **digitally** (via USB stick or FTP site) prior to final payment.
2. At the completion of the project, Consultant will perform inspections of the work to determine if any work is incomplete. Consultant will coordinate a walk through with the City, County and Contractor (and permitting agencies, if required) and will prepare a punch list of the incomplete work and provide to the Contractor. Consultant will perform subsequent inspections to confirm that incomplete work has been completed satisfactorily and inform the City when work is complete for one final inspection.
3. Consultant shall upload all required SWPPP reports, annual report, and documentation for the Notice of Termination (NOT) on the SMARTS website.
4. Consultant will obtain lien waivers, bonds, warranties, and other documents required by the Contract Documents from the Contractor.
5. At the completion of the project, Consultant will turn over all documents including final redline As-Built drawings. Consultant will coordinate the completion of final As-Built drawings through the design engineer. A final project report will be prepared summarizing the project and performance of the contractor.
6. Consultant will ensure all necessary tests and inspections were performed and results provided according to the Drawings and Specifications.
7. Consultant will coordinate with permitting agencies to finalize any permits.

### **VI. Proposal Requirements**

Consultants interested in providing these services should submit three (3) hard copies and one (1) PDF of a proposal. Your proposal should include the following items:

1. Cover Letter: The cover letter is to be signed by an officer of the firm authorized to execute an agreement with the City. This cover letter should include a summary of the project demonstrating your understanding of the project and City construction management and quality control expectations of the consultant.
2. Relevant Experience: Include a brief overview of qualifications of Consultant. Please include a discussion of your relevant experience to a similar project.
3. Key Personnel: Identify your proposed team, including sub-consultants. Include resumes along with their experience and qualifications.
4. Scope of Work: Provide a scope of work describing each proposed task and deliverables for the services that can be used as an attachment in the Consultant Services Contract.
5. Fees: In a separate sealed envelope, provide a detailed fee proposal by task for the services identified in the scope of services, including hourly rate for different tasks, vehicle usage rates, equipment usage rates, etc. Please ensure pricing as submitted in proposal is valid for 120 days.
6. Consultants interested in providing these services should submit a proposal for the work. Three hard copies and one PDF are being requested. Please submit a fee for the project scope in a separate envelope.

## **VII. Review Process**

Consultant selection will be based upon the submitted proposal requirements. Evaluations will be based on the consultant's experience, personnel, and proposal soundness. The evaluation scoring matrix is included as **Attachment A** of the RFP.

City may request additional clarifying information from any or all consultants that submit a proposal. Responses to this RFP will be evaluated and the top rated consultant(s) may be interviewed. The lead members of the consulting team will be expected to attend any interviews scheduled with the City.

The City will then negotiate a contract for Consultant Services with the consultant that is determined the most qualified. If an acceptable cost cannot be negotiated with the top ranked consultant, the City reserves the right to negotiate with the second ranked consultant (and so on) until an agreement can be reached.

At the end of the Review Process, staff will notify all consultants and the selected consultant will be awarded a contract with the City. Said contract will have the terms as indicated in the City *Master Consultant Services Agreement* in **Attachment B**. The terms of the contract agreement has specific insurance requirements, which is included as part of the RFP.

## **VIII. General Terms and Conditions**

1. The City reserves the right to reject any and all proposals and to award any or all sections of the work to one or multiple consultants.
2. The City will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this RFP. City staff will make a recommendation to the City Council, who will award the agreement based upon the City's Master Consultant Agreement.
3. The City reserves the right to modify the scope of the work for this project at any time.
4. Documents, drawings and findings (regardless of format) that are associated with this project shall be the property of the City. All digital work shall be submitted to staff within 10 days of request.
5. The City will contract for this work using its Master Consultant Agreement with a project specific Task Order.

## **IX. Attachments:**

- A. Evaluation Scoring Matrix
- B. Master Consultant Services Agreement Template
- C. Trail to Crane Creek Regional Park Drawings and Specifications
- D. Project Mitigation and Monitoring Reporting Program and related permits
- E. Project Initial Study Mitigated Negative Declaration

# ATTACHMENTS A – E

**Attachment A** – Evaluation Scoring Matrix

**Attachment B** – Master Consultant Services Agreement Template

**Attachment C** – Trail to Crane Creek Regional Park Drawings and Specifications

**Attachment D** – Project Mitigation and Monitoring Reporting Program and related permits

**Attachment E** – Project Initial Study Mitigated Negative Declaration

Due to file size, Attachments A – E are available for viewing online at:

[https://www.rpcity.org/city\\_hall/departments/public\\_works/purchasing/professional\\_services](https://www.rpcity.org/city_hall/departments/public_works/purchasing/professional_services)

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