

CITY OF HAILEY

REQUEST FOR TECHNICAL PROPOSALS

**ADMINISTRATION, INSPECTION, SAMPLING, AND TESTING
SERVICES SUPPORT**

For

WOODSIDE BOULEVARD RECONSTRUCTION

**TRANSPORTATION INVESTMENT GENERATING ECONOMIC
RECOVERY (TIGER) II DISCRETIONARY GRANT**

Project No. TDGII-C-07; DTFH61-11-G-00001

January 11, 2012

REQUEST FOR PROPOSAL

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GENERAL INFORMATION

PROPOSAL

The City of Hailey is seeking qualified and experienced respondents from interested firms to submit a Technical Proposal to provide Administration, Inspection, Sampling, and Testing Services for the Woodside Boulevard Reconstruction project beginning in April, 2012 and concluding in November, 2012.

GENERAL TERMS

This Request for Technical Proposal (RFP) does not commit the City of Hailey to enter into an agreement or to pay any costs incurred in the preparation of this proposal or on subsequent negotiations.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the City of Hailey webpage. No notice will be sent by mail.

RESERVATION OF RIGHTS BY THE CITY OF HAILEY

The issuance of this RFP does not constitute any assurance that the City of Hailey will enter into a contract. The City of Hailey expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Technical Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFP, each respondent agrees that any finding by the City of Hailey of any fact in dispute as to this RFP or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Respondent agrees to ensure that, at the time of contracting, the Respondent will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's obligations under the Agreement. The Respondent shall further covenant that, in the performance of the contract, the Respondent shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, applicant, subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The City of Hailey will follow a Qualifications-Based Selection (QBS) process. No financial information is to be provided with the proposal.

PROPRIETARY MATERIAL

The City of Hailey assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Respondent to ensure that it complies with provisions in this RFP and to provide the requested information. If the Respondent fails to provide any information requested in this RFP, a lower evaluation score or disqualification from consideration may result.

CONTACT INFORMATION

All questions concerning the procedures of this solicitation or project specific questions shall be directed to Tom Hellen at (208) 788-9830, Ext 14, or faxed to (208) 788-2924.

Copies of the Woodside Boulevard Reconstruction Contract Documents and Specifications, Project Drawings and Plans, the ISPWC Specifications, Storm Water Pollution Prevention Plans ("SWPPP"), Federal Aviation Administration ("FAA") Permit, Army Corps of Engineers Nationwide Permit #3 and all other contract documents (collectively referred to as "Construction Documents") are available for \$65 from J-U-B Engineers, 250 S. Beechwood Ave., Suite 201, Boise, ID 83709.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected.

Five complete copies of the proposal must be received **by 4:00 p.m. MST on January 26, 2012**. The City of Hailey will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name and the Respondent's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of the City of Hailey on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the Respondent.

Proposals shall be sent to: Tom Hellen
Public Works Director/City Engineer
City of Hailey
115 Main Street S.
Hailey, ID 83333

The proposals will be rated and ranked using accepted qualification based selection procedures. Respondents will be selected based on ranking. If your firm is selected for a project, an updated scope of work and hour estimate will be requested and negotiations will begin. If negotiations break down with the selected Respondent, it will be formally ended and negotiations will begin with the next ranked Respondent.

FORMAT

- The maximum length of the submittal shall be fifteen (15) pages, including the Scope of Work and Staffing qualifications and certifications.
- The introductory letter, organization chart, and resumes shall count in the page total.
- A cover page is acceptable, and does not count in the page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Tom Hellen
Public Works Director/City Engineer
City of Hailey
115 Main Street S.
Hailey, ID 83333

The introductory letter should introduce the Respondent's proposal, identify the Project Manager, list a contact telephone number, and include a statement confirming the commitment of the Project Manager and key personnel identified in the submittal to meet the City of Hailey's quality and schedule expectations. Each sub-contractor for a Respondent, their work tasks, and a contact name and telephone number shall also be listed. The Respondent shall include their acceptance of the terms and provisions of the Sample Agreement and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the Respondent provide an adequate staff of experienced personnel or sub-respondents capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or contractors for a Respondent listed in the proposal, including Project Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the City of Hailey. Replacement personnel submitted for approval must have at least equal qualifications, experience, certification, and expertise as those listed in the proposal.

EVALUATION CRITERIA

The following criteria apply to both the Respondent and each sub-contractor for a Respondent. When specific responses are requested concerning experience, certification, references, equipment, personnel, and quality control, provide responses for both the Respondent and each sub-contractor for a Respondent.

CRITERIA 1 - SCOPE OF WORK

Evaluate the attached Scope of Work from which a professional agreement may be negotiated. Include a full description of what would be required to accomplish the project as outlined in the general scope of work. List all items the Respondent expects the City of Hailey to provide under each work item. For each work item list the lead Respondent or Sub-respondent. Be specific as to the level of effort and qualifications anticipated for each work item.

CRITERIA 2 - COMPANY EXPERIENCE AND QUALIFICATIONS

Provide detailed information of similar work performed in the last five years, especially federally funded projects. Show how you have successfully and reliably accomplished project tasks. Include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of project. List three verifiable professional services references with a contact person and phone number.

CRITERIA 3 - STAFFING: Project Manager and Key Personnel Qualifications, Certifications, and, Availability (Complete for Respondent and each Sub-contractor for the Respondent)

Identify the Project Manager who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for these projects, and who is responsible for the quality and timeliness of the Respondent's performance. Include a brief resume indicating experience, certifications, and qualifications as it specifically pertains to this project. List the percentage of his/her time available during the duration of each project to fulfill this role.

Document the qualifications and certifications for all staff members in your proposal, including current and pending certifications for personnel that will be required at the time of the anticipated construction schedule. State the title or position and the certifications and roles of the person performing those duties. List personnel available to perform the work and describe quantitatively how this project would impact the current and anticipated total work load of the company proposed to perform this work. Identify the key personnel available for this project and each person's project roles and duties. Discuss how hiring any necessary additional personnel would be accomplished. Include brief resumes indicating experience, certifications, and qualifications as it specifically pertains to the project.

The ITD Contract Administration Manual will be used as a reference for Inspector Qualifications.
http://itd.idaho.gov/manuals/Online_Manuals/Contract_Admin_Man/CA_Manual.htm .

CRITERIA 4 - QUALITY CONTROL

(Complete for Respondent and each Sub-contractor for the Respondent)

Describe the Respondent's procedures or programs for assuring a quality project as it relates to both inspection of the work, sampling, and testing of the materials used in this project. Describe methods used to monitor the contractors Quality Control and Quality Assurance methods, verification testing, and coordinating the Independent Assurance Inspections and testing. Describe your methods of creating and maintaining a Materials Summary Report and compliance with the City of Hailey and 2010 ISPWC Standards, including QC/QA requirements. Describe methods used to monitor the contractors for compliance with storm water management and pollution prevention as required by the Nationwide Permit #3 that the City of Hailey has received from the Army Corps of Engineers.

DBE PARTICIPATION REQUIREMENTS:

The Respondent will not be required to meet a specific DBE utilization for this project. However, the Respondent is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the City of Hailey at (208) 788-9830. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site <http://itd.idaho.gov/civil/dbefirms.htm>.

TECHNICAL PROPOSAL EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	PROPOSAL FORMAT <i>Appearance, Follow Instructions, Number of Pages, Professional</i>		x 1.0	
CRITERIA 1.	SCOPE OF WORK		x 3.0	
CRITERIA 2.	COMPANY EXPERIENCE AND QUALIFICATIONS		x 4.0	
CRITERIA 3.	STAFFING		x 4.0	
CRITERIA 4.	QUALITY CONTROL		x 3.0	

TOTAL SCORE

RATING POINTS:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Satisfactory
- 2.0 – Marginal
- 0.0 - Unsatisfactory

SCOPE OF WORK

GENERAL

This scope of services is to provide Construction Administration, Materials Inspection, Sampling and Testing Services, and Project Office Documentation under the general direction of the City of Hailey.

The City of Hailey will provide the City Engineer.

The Respondent shall provide services relating to office support, office and field documentation, Verification Sampling & Testing of materials and provide inspection staff. The Respondent shall provide oversight and coordinate the activities of the Respondent staff which will include Sampler/Testers with the necessary Western Alliance for Quality Transportation Construction (WAQTC) qualifications and skills to perform all associated tests for Aggregate, Embankment & Base/In-Place Density, Asphalt and Concrete. Inspectors shall be IQP (ITD) Certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start-up, throughout the duration of the construction activities and through project closeout. The project will be administered to ensure compliance with the Construction Documents.

The Respondent shall provide the qualified personnel as necessary to effectively carry out its responsibilities under this agreement.

TASKS

The work tasks required by this project are as follows:

Task 1 - Construction Administration

This task consists of all necessary efforts to administer the above referenced Construction Documents under the direction of the City of Hailey. The Respondent will be responsible to ensure the project is completed and accepted by the City of Hailey and the Federal Highway Administration (FHWA). This will require interpretation of the plans, coordination of changes to the project, assistance in processing change orders, resolving disputes, claims analysis, progress Contractor payments, complete the materials summary, and all other engineering tasks normally handled by a Project Engineer/Manager. In addition, the Respondent shall provide photographic equipment, safety equipment as well as any other necessary items to perform the work. Quality and quantity of these items shall meet with the City of Hailey's approval. Respondent to provide all necessary personnel safety equipment in accordance with OSHA, MSHA, Department of Labor, FHWA, the MUTCD, and the City of Hailey standards and conduct safety reviews/inspections as necessary to ensure a safe work environment. Vehicles (equipped with at least one amber rotating/strobe warning beacon) shall be provided by the Respondent.

The City of Hailey will not pay relocation costs for any personnel the Respondent or Sub-contractor for the respondent used for this project. Per diem may be allowed and will be determined on a case by case basis.

The Respondent shall:

1. Under the direction of the City of Hailey, act as the City's authorized representative as defined in the Construction Documents. The extent and limitation of the duties, responsibilities and authority of the Engineer as assigned in the Construction Documents shall not be modified, except as the Engineer may otherwise agree in writing. Serve as the City of Hailey's liaison with the Contractor, working principally through the Contractor's superintendent and assist in understanding the intent of the Construction Documents.
2. Provide general contract administration on the construction contract in accordance with the City of Hailey Construction Documents, and assist the Project Manager in monitoring Contractor's compliance with contract requirements. Notify City Engineer and the Contractor when Contractor is found in non-compliance.
3. Analyze the plans, specifications, special provisions, and other contract documents, and recommend to the City of Hailey any necessary or desirable changes to accomplish the project in accordance with the plans and specifications. Develop draft contract documents as needed to accomplish these changes.
4. Attend and facilitate partnering meetings, job conferences, weekly coordination meetings, pre-operational meetings, public information meetings, and other project related meetings. Take and maintain notes of all meetings and conferences and then distribute copies to participants within one week.
5. Document any project delay or potential delay caused by conflicts or utilities.
6. Analyze the Contractor's work schedule (Critical Path Diagram, CPM) when submitted and make recommendations to the City of Hailey regarding any changes, or needed changes, to the schedule. Monitor the Contractor's adherence to the work schedule during construction.
7. Maintain a complete set of project records, including daily diaries, quantities for pay items, progress estimates, material deliveries and correspondence. Contractor pay estimates shall be submitted to the City Engineer for review and payment.
8. Maintain a daily record of each pay item for the progress estimate. Quantities will be based on daily records and calculations. All such records will be retained.
9. Prepare pay items and submit to the City of Hailey with recommendation for payment. The recommendation will be based on such observations and review that, to the best of the Respondents' knowledge, information and belief, the contractor's work has progressed to

the point indicated, the quality of such work is generally in accordance with the Construction Documents, and the conditions precedent to the Contractor being entitled to such payment appear to have been fulfilled.

10. Track and maintain a log on all shop drawing and/or sample submittal and encourage all reviewers to complete their review in a timely manner. Deficiencies will be immediately reported to the City of Hailey.
11. Identify and monitor all project permit requirements and notify the Contractor and the City of Hailey immediately when violations or potential violations occur.
12. Upon notice by the Contractor of pending claims for extra work or work beyond the original scope, maintain accurate records showing actual cost of such work.
13. Analyze and make recommendations to the City of Hailey on all requests received from the Contractor for time extensions, contract changes, and extra work.
14. Coordinate all contract changes with the Contractor, the City of Hailey, and others as required. Negotiate and draft all Change Orders for review and approval by the City of Hailey.
15. Monitor and reinforce each Contractor's compliance with contract provisions in regard to payment of predetermined wage rates in accordance with the City of Hailey procedures. This includes verifying Contractor and Subcontractor's payrolls for format classification, pay scale, timely submissions, and concurrence with field reviews. Maintain filing system for payrolls and labor interviews and notify the contractors on incorrect classification, pay scales, etc.
16. Monitor and reinforce each Contractor's compliance with contract provisions in regard to Equal Employment Opportunity and Affirmative Action and check job site at least once to verify bulletin board and posters adhere to the contract. Coordinate corrective actions with the City of Hailey.
17. Maintain on-the-job training records. Verify Contractor is providing necessary training with correct number of trainees listed for the project. Make personal contacts with trainees on the job site at least once a month.
18. Monitor and reinforce each Contractor's compliance with contract provisions in regard to environmental provisions and permits.
19. Verify Contractor's compliance with the "Buy America" provisions of the Construction Documents.
20. Assist the City of Hailey in preparing for any litigation or other action that may arise. Prepare claim package on all claims of the City of Hailey and Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the

Construction Documents pertaining to the execution and progress of the Contractor's work.

Task 2 - Public Relations

This task involves implementing a media outreach plan essential to the success of the project. The outreach plan will be to inform the public of the scheduled construction project activities through various media outlets illustrating the work zone and impacted time frames for the project. The Respondent will:

1. Coordinate with the City of Hailey for all news releases to be distributed by the City of Hailey, informing the public of the proposed construction project. The Respondent will provide a weekly construction update to the City of Hailey to be placed in a regular news release. This update information shall be supplied to the City of Hailey representatives on the Wednesday prior to the news release for distribution into the appropriate newspapers and incorporation onto the City of Hailey website.
2. Coordinate weekly with the Contractor's Traffic Control Manager concerning the public information program to inform motorists of construction impacts on their travel.
3. Respond and coordinate public inquiries and/or concerns with the contractor and the City of Hailey for appropriate action. Maintain records of contacts and responses.

Task 3 - Project Inspection

There are distinct and independent areas of inspection and materials testing associated with this project as follows:

- Materials QC and acceptance sampling and testing and inspection when materials are installed into the work by the Construction Contractor.
- Materials verification sampling and testing and inspection to verify the results of the acceptance testing and inspection performed by the Contractor.
- Dispute resolution sampling and testing.
- Acceptance of material by certification.

This task includes all work necessary to monitor the Contractor's work in progress to verify the work is in substantial conformance with the Construction Documents. The City of Hailey must approve all the inspectors working under this agreement before doing any work on this project. All inspectors will meet the requirements outlined in the **ITD** Contract Administration Manual, Section 114. Inspectors shall be IQP (ITD) certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start up, throughout the duration of the construction activities and through project closeout.

The Respondent shall provide construction inspection as needed to ensure a quality project. Senior inspectors shall be high school graduates (or GED equivalent) with a minimum of eight (8) years of experience in construction inspection. Inspectors shall be high school graduates

(or GED equivalent) with at least three (3) years experience in construction inspection. Inspectors in charge of reviewing the contractor's traffic control shall be ATTSA certified. The Respondent shall:

1. Conduct on-site inspection of the Contractor's work in progress to determine if the work is in accordance with the Construction Documents. Prepare daily reports on the City of Hailey forms recording the Contractor's hours on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Daily reports to be maintained in the project files.
2. Assist in enforcing the current the City of Hailey safety policy and the safety provisions of the contract. Take immediate action if warranted and report immediately to the City of Hailey the occurrence of: safety deficiencies, incidences, hazardous environmental conditions, emergencies, or acts of God endangering personnel, work, property, or the environment.
3. Report to the City of Hailey whenever part of the Contractor's work in progress may not produce a completed project that conforms to the Construction Documents or may prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Construction Documents.
4. Identify and recommend corrections for any omissions, substitutions, defects and deficiencies in the work of the Contractor.
5. Receive and review all certificates of inspections, tests, and approvals required by the Construction Documents.
6. Check measurements of pay quantities for accuracy, as requested by the City of Hailey, and prepare required documentation for processing of payment to the Contractor.

The frequency and scope of inspections will vary with the work activity being performed; however, the Respondent shall perform inspection services in accordance with the ISPWC Standards and the Contract's Special Provisions.

Task 4 - Material Testing

This task includes all work to determine that the materials supplied and constructed by the Contractor meet the conditions set forth in the Construction Documents. All sampling and testing personnel working under this agreement must meet the requirements outlined in the **ITD** Contract Administration Manual, section 114, for testing and sampling which they perform. All samplers and testers must be accepted by the City of Hailey before performing any work on this project. All testing must be performed at a laboratory qualified through the ITD Laboratory Qualification Program. The Respondent shall provide oversight and coordinate the activities of the Respondent staff which will include Sampler/Testers with the necessary WAQTC qualifications and skills to perform all associated tests. If required the City

of Hailey will provide IA Inspectors and IA testing. Materials Verification Testing and inspection duties shall include, but not be limited to, soils, aggregate, structural and non-structural concrete, conduit installation, incidental items and traffic control operations, and preparation of QC/QA data analysis and review. All work shall be performed in accordance with the Construction Documents and other appropriate standards. The Respondent will provide all sampling equipment, disposable molds for casting concrete cylinders, sample cartons, sample bags, and other expendable type testing supplies. The Respondent shall:

1. Perform project on-site sampling and testing of component materials and completed work items to verify that the materials and workmanship incorporated in each project are in substantial conformity with the plans, specifications and contract provisions. The Respondent shall meet the minimum sampling frequencies and other provisions as contained in 2010 ISPWC Standards and the Contract Special Provisions and as required due to project phasing, or other factors which could affect minimum testing frequencies.
2. Keep the City of Hailey informed about schedules for sampling and testing on each project and ensure that all documentation reports on sampling and testing are completed and submitted the same week the work is done or as otherwise directed.
3. Monitor the Contractor's Quality Control Plan. Immediately report items of non-compliance to the City of Hailey. Insert the acceptance and verification testing results into a spreadsheet for aggregates and asphalt pavement pay items and forward this spreadsheet via email to the proper City of Hailey representative.
4. The responsibility for control of concrete production is assigned to the Contractor. The Respondent shall provide daily monitoring of the Contractor's Quality Control activities at the project site and perform acceptance sampling and testing at the specified ISPWC frequency.
5. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor. Make recommendations to the City of Hailey for change orders before allowing any substitutes.
6. Compile and maintain in current status the Materials Summary Log and applicable QC/QA data entry.

Task 5 - Project Closeout

This task involves acquiring and preparing the necessary project closeout documents, which shall include all supporting records. The Respondent shall:

1. Verify to the City of Hailey that all the necessary documents have been received for submission of contractor's affidavit of payment.
2. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Construction Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be

assembled by the Contractor in accordance with the Construction Documents to obtain final payment.

3. Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the City of Hailey and the Contractor, to determine if the work is Substantially Complete. If there are no objections from the City of Hailey and the Respondent considers the work substantially complete, the Respondent shall deliver a certificate of substantial completion to the City of Hailey and the Contractor.
4. Participate in a final inspection, to include representatives from the City of Hailey, to determine if the completed work by the contractor is acceptable so that the Respondent may recommend, in writing, final payment to the Contractor. Accompanying the recommendation for final payment, the Respondent shall also provide a notice that the work is acceptable to the best of its knowledge, information and belief and based on the extent of the services provided under this agreement.
5. Prepare and furnish to the City of Hailey record plans showing appropriate record information based on project annotated documents received from the Contractor. Supply two (2) sets of red marked plans depicting all changes to the original contract to the City of Hailey.

Items to be provided by the City of Hailey:

1. Project Plans and Specifications