

CITY OF CORCORAN



REQUEST FOR QUALIFICATIONS

FOR

Construction Management

Gateway Park Project

Released on October 1, 2021

PROPOSALS DUE October 18, 2021 – 2:00 p.m.

Dear Consultants:

The City of Corcoran (hereinafter referred to as the “City”) is requesting proposals for a Construction Manager for Gateway Park Project.

ABOUT US

Corcoran is a city in Kings County, California and is located 17 miles south-southeast of Hanford with a population of approximately 24,000. Corcoran was recently awarded a California State Parks Proposition 68 grant to construct an 8-acre park, to be named Gateway Park.

Gateway Park will include, but not be limited to: pre-fabricated restroom facilities, playground, small parking lot, pavilions, Corcoran lighted sign, an accessible walking path with lighting, monument sign, picnic areas and shade trees, stone wall with artwork incorporated, drinking fountain, pet waste station, low retaining walls, pump track, soccer field, storm & sewer lift stations, sport lighting, lighted park concrete benches, prep work for a veteran’s memorial, workout stations, cornhole stations, playground equipment, splash pad, and a trash enclosure.

1. RFQ Timeline

This RFQ will be governed by the following schedule:

- Release of RFQ **October 1, 2021**
- Proposals are Due **October 18, 2021 – 2:00 p.m.**
- Approval of Contract **TBD**

*All dates are subject to change at the discretion of the City

2. SCOPE OF WORK

The City invites you to submit a proposal for Construction Management of the Gateway Park Project.

Construction Manager shall work closely with City Staff to provide construction management services during the construction phase of the Gateway Park project, including providing part-time inspection services. In addition, the Construction Manager will assist City with maintaining compliance with Proposition 68 Grant guidelines.

Construction Manager’s Basic Services:

Kick Off Meeting: A review of the Scope of the Project, communications protocols, Project Budget, Design and Construction and Grant Guidelines.

Review of Proposal: Assist the City with identifying potential cost reduction alternatives for the City’s consideration. This will include not only looking at initial costs but evaluating the overall lifecycle operational and maintenance cost implications for each alternative.

Construction Phase

Construction Management: Shall provide and maintain a management team on the Project site to provide contract administration as an agent of the City and to establish and implement coordination and communication procedures among the Construction Manager, City, Design Professional and Contractors.

Construction Administration Procedures: Shall establish and implement procedures for expediting and processing requests for information, drawings, material and equipment sample submittals, contract schedule adjustments, change orders, payment request and tracking all relevant information related to the above. Shall maintain daily job reports, as the City's agent and representative at the construction site, if provided for in the Construction Phase Procedures approved by the City, the Construction Manager shall be the party to whom requests for information, submittals, Contractor schedule adjustments, substitutes, change order requests and payment applications shall be submitted.

Project Site Meetings: Periodically the Construction Manager shall conduct coordination meetings at the Project site and/or City Hall with each Contractor, the City and the Design Professional. Construction Manager shall record, transcribe and distribute minutes to all attendees, including the City and Design Professional.

Review of Requests for Changes to the Contract Time and Price: Shall review the contents of requests for changes to the contract time or price submitted by a Contractor, assemble information concerning the request and endeavor to determine the cause of the requests and make recommendations to the City with respect to acceptance of the request.

Substantial Completion: In consultation with the Design Professional and City inspectors, the Construction Manager shall review the contractor's request for substantial completion and final completion and recommend to the City when the Project and the Contractor's Work has achieved substantial and final completion. Shall prior to issuing a Certificate of Substantial Completion, compile a list of incomplete work which does not conform to the Contract Documents based on input from the Design Professional and City inspector's. The list shall be attached to the Certificate of Substantial Completion. Shall issue the Certificate of Substantial Completions and Certification of Final Completion to the Contractor.

Final Payment: Shall provide the City a written recommendation regarding final payment to the contractor following consultation with Design Professional and City.

Inspection Services: Provide part-time inspection services under the direction of the City's Building Official.

3. PROPOSAL FORMAT GUIDELINES

Consultants are to provide the City with a proposal using the following guidelines:

Each proposal must adhere to the following order and content of sections.

A. Qualifications and Experience

Provide a brief history of your business entity and project team. Identify legal form, ownership and senior officials of company. Identify the name and email of the main contact, including phone number and e-mail address. Include the website address (if applicable). If proposing a sub-consultant, describe the division of responsibilities between participating parties, and offices (location) that would be the primary participants.

Describe professional experience and number of employees (licensed professionals, technical support) on the proposed project team.

B. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFQ. The Methodology Section should include:

An implementation plan that describes in detail (I) the methods, including controls by which your firm or entity manages projects of the type sought by this RFQ.

Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.

Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize time and cost effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for services desired.

C. Staffing

Provide a list and resumes of individual(s) who will be working on this project, their relevant experience, and indicate the functions that each will perform.

D. Similar Projects

Provide a list of at least municipal/public agency references for similar services provided by your firm. The City reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

4. PROCESS FOR SUBMITTING PROPOSALS

Proposals for this RFQ shall be filed with the City Clerk at 832 Whitley Avenue, Corcoran, CA 93212, on or before 2:00 p.m. on October 18, 2021. No late submissions will be accepted. Proposers shall submit one original, and two hard copies of the proposal, along with one electronic copy.

The City reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFQ process at any time, for any reason, without notice and with no obligations.

5. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City will screen and review all proposals according to the weighted criteria set forth above.

The criteria are as follows:

Criteria Categories	Points Possible	Points Awarded
<p>Qualifications of Key Personnel:</p> <p>Include ability to provide the requested scope of services, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.</p>	30	
<p>Approach to Providing the Requested Scope of Services:</p> <p>Includes an understanding of the RFQ and of the project’s scope of services, knowledge of applicable laws and regulations related to the scope of services.</p>	30	
<p>Innovation/Creative Approach:</p> <p>Innovative and/or creative approaches to providing the services that provide additional efficiencies, expedited timing or increased performance capabilities.</p>	15	
<p>References</p>	25	
Total Points	100	

Please note that this RFQ pertains to professional services, and the above referenced scoring rubric will be used as guidance only. Given the nature of the services, the City reserves the right to utilize its discretion in awarding the project. The City also reserves the right to negotiate pricing and contract terms. After reviewing the proposals, City Staff may or may not conduct interviews with the top firms. Staff will forward a recommendation to the City Council for final selection.

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFQ if the proposals received are inadequate.

A. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFQ. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFQ. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. Proposal Review

The Committee will review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The City may contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, the Committee will rank all Proposers according to the evaluation criteria set forth above. The Committee will conclude the evaluation process at this point, and make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFQ.

6. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

7. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend or supplement this RFQ prior to the proposal due date.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Professional Services Agreement

The City will require a professional services agreement from the consultant found most qualified. An agreement will be provided to the selected firm.