



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

March 31, 2017

Re: ON-CALL MATERIAL TESTING, INSPECTION AND GEOTECHNICAL
SERVICES
DPW NO. 17-12

To Whom It May Concern:

Attached is a Request for Proposal for on-call material testing, inspection and geotechnical services in the City of Paso Robles.

This solicitation is not for specific projects, but for specific services. This RFP is being issued to consultants to assist City Staff in its construction inspection efforts.

The deadline to submit the RFP is: **5:00 PM, April 28, 2017.**

If you have any questions please contact Kristin Ferravanti at (805) 237-3861, or kferravanti@prcity.com

Sincerely,
Ditas Esperanza, P.E.

A handwritten signature in blue ink that reads "D. Esperanza". The signature is written in a cursive, flowing style.

Capital Projects Engineer
City of Paso Robles

enclosure



REQUEST FOR PROPOSALS

CITY OF EL PASO DE ROBLES

"THE PASS OF THE OAKS"

On-Call Material Testing, Inspection and Geotechnical Services
DPW No. 17-12

Date Issued: March 31, 2017

A. Introduction

The City of Paso Robles works with developers and contractors on many commercial and residential projects each year that result in new or altered facilities in the Public Right-of-Way that the City must maintain at project completion. Such assets require quality assurance during construction. Due to limited staffing and expertise, certain services must be contracted out. The purpose of these contracts is to supplement City staff resources to provide on-call construction inspection, materials sampling and testing services to ensure facilities in the Public Right-of-Way constructed for commercial and residential land development projects and alterations of existing facilities (i.e. trenching for utilities) comply with City Standards, plans, project specifications and applicable federal, state and local codes.

This solicitation is not for specific projects, but for specific services. The City intends to award one or more contracts to provide the requested services for a two-year term, with up to three one-year extensions. The services are to be rendered for the duration of the contract term. Task Orders will be issued for specific projects. The City of Paso Robles does not guarantee a specific number or dollar amount of projects will be contracted with the listed projects.

The Consultant will be responsible for providing the City of Paso Robles certified field and laboratory testing on an as-needed basis. The Consultant shall only perform work that is assigned in an authorized Task Order. This Contract does not guarantee that a Task Order will be issued. The Consultant may provide services to the City of Paso Robles including, but not limited to: field sampling of concrete, aggregates, soils, cement, hot mix asphalt, and asphalt binder, equipment calibrations, materials analysis and evaluation, reports, plant inspection, field nuclear gauge compaction tests on soil, aggregate base, subgrade, and hot mix asphalt, core sampling of cured concrete and hot mix asphalt, field testing of concrete slump, and coordination with City staff.

The on-call quality assurance material testing work consists, in general, of performing Local Agency standard field and laboratory testing to evaluate the construction contract's compliance with the project specifications and City Standards. The Consultant must

follow all pertinent State testing requirements. The Consultant is responsible for supplying and providing all necessary equipment and protective clothing in accordance with Local Agency standards.

When the Consultant is providing construction materials testing during construction, failing tests shall be reported immediately to the City of Paso Robles Contract Manager.

Potential projects may vary in scope and size, and may encompass any type of improvement in the public Right-of-Way including, but not limited to, roadway rehabilitation, widening and/or realignment of existing facilities, relocation of existing facilities, and construction of new facilities. The project location, project limits, purpose, expected results, project deliverables, period of performance, project schedule, and scope of work to be performed shall be described in each Task Order. The Consultant will bill against the Task Order number on a Time and Materials basis.

The City of Paso Robles will pay only for the services requested or agreed to be performed. Supervisory review of field /test data shall be included in the firm's price schedule for the contemplated tests and no additional compensation will be allowed for such review. Firms should respond to the City's request for service within 16-hours of said notice.

Invoices submitted for payment shall include the following information by line item:

- A) Date service / test performed
- B) Service or test performed
- C) Quantity or hours of performed service
- D) Test / Report number (if applicable)
- E) Unit price for service performed per fee schedule
- F) Line item total
- G) Certification

B. Submittal Deadline

Three (3) copies of the Consultant's proposal must be submitted no later than **5:00 p.m. on Friday, April 28, 2017.**

Proposals must be delivered to:

City of Paso Robles
Attn: Ms. Ditas Esperanza, P.E.
Capital Projects Engineer
1000 Spring Street
Paso Robles, CA 93446

Contact information if you have questions:

Phone: (805) 237-3861
Fax: (805) 237-3904
Email: ditas@prcity.com

C. Criteria for Determining Consultant's Qualifications

In order to be considered on the City's consultant list, Consultant must demonstrate experience and expertise in the above material testing, inspection, and geotechnical services and must provide three (3) samples of reports from previous public work completed (tested, inspected, and reported).

D. Proposal

Attached is the City's Consultant Service Agreement. As part of your response to this RFP, please review this Agreement and provide any revisions or modifications you wish to make prior to entering into a contract with the City. It will be assumed that the Consultant will sign this Agreement as written, if selected, if no proposed revisions or modifications are included with the response to this RFP.

Proposal Contents:

1. Firm identification:
 - a) Firm name, address, telephone number and e-mail address
 - b) Name and telephone number of contact person.
2. Provide the following information for each sub-consultant (if applicable):
 - a) Firm name, address, telephone number and e-mail address
 - b) Contemplated role of the firm in the work.
3. List of personnel who will be working on the project(s). Describe anticipated role in the project(s) and how the staff would be organized. Each Proposal shall provide a description of the professional and technical experience, background, qualifications and professional licensing and/or certifications of the firm's key personnel intended for the work. The personnel listed as part of the Proposal shall be the personnel assigned to the Project unless otherwise authorized by the City. The City reserves the right to approve or disapprove any substitution of personnel.
4. Provide supporting information and related experience that especially qualifies your firm to perform this work. Field and laboratory testing required for assurance testing must be performed by Certified Testing Personnel. Provide Certificates of Proficiency demonstrating each individual's qualification to perform any required testing.

The laboratory in which all necessary tests are performed for assurance testing shall be Caltrans and AMRL certified or approved. Provide current laboratory qualifications.

The Consultant shall have access to plant and mobile laboratories to perform Materials Sampling and Testing Services. The Consultant shall provide a copy of the firm's nuclear gauge license to the City of Paso Robles.

5. Fee schedule: For the purpose of this RFP, please provide your current hourly fee schedule and itemized test fees and if they will be in effect for the term of the contract; otherwise please provide an escalated fee schedule.
6. Signature: Proposal shall be signed by an authorized corporate officer whose signature is binding upon the firm.

E. Selection Process

The City will establish a screening committee to review and rank all proposals received. Key criteria to be used by the City in selecting a consultant or consultant team include the following:

1. Consultants' understanding of the City of Paso Robles' desires and general approach to the project(s) as demonstrated in the Project Understanding and Work Program.
2. Qualifications of the Consultants' staff assigned to this project.
3. Certifications of the Consultants' laboratory(s).
4. Ability to work effectively with City staff, availability to respond to Task Orders and report test results within 72 hours, if needed.

In order to establish a bench of qualified consultants, the City intends to award contracts to two (2) to three (3) qualified firms. The successful proposer(s) may be awarded a contract to provide as-needed services with specific details to be contained in individual Task Orders. Task Orders may be issued to consultants on the established bench by the City's Director of Public Works based on qualifications and experience, performance on previous Task Orders, and an evaluation of the Scope and Fee Proposal prepared for the specific Task Order. The City reserves the right to request a scope of work and fee proposal from one or more of the consultants on the established bench and may choose to award a Task Order to any of the consultants at its sole discretion. Enclosed is a sample of the City's standard Consultant Services Agreement.

The City reserves the right to reject any or all proposals and to negotiate modifications of acceptance of parts of a proposal. Other terms and conditions of the contract will be negotiated at the time of the Consultant selection and will be subject to approval of the City Attorney.

F. Attachments

1. List of Anticipated On-Call Services

Granting of this contract may require disclosure
of personal financial interests under the Political Reform Act.

Attachment #1

A. List of Anticipated On-Call Services

1. Provide construction observation and documentation that all underground pipelines and utility structures (water, sewer, storm drains, conduit, and associated manholes) installed in the public right-of-way (or easements when required) have been properly backfilled and compacted per City of Paso Robles Standards and Specifications. Documentation will require compaction testing results, material verification and photos as needed. Documentation reports must be signed and sealed by a licensed engineer.
2. Provide construction observation and documentation that all roadwork materials in the public right-of-way have been compacted and completed per City of Paso Robles Standards and Specifications. This includes roadbed subgrade, placement of base, and hot mix asphalt. Documentation will require compaction testing results and re-test if needed, material sampling and verification, as well as photos, as needed. Documentation reports must be signed and sealed by a licensed engineer.