

CITY OF POMONA

Water/Wastewater Operations Department

Request for Proposals Design-Build Services
Corporate Yard Facility, Project No. 575-93135
(Temporary Facilities)

Issued February 27, 2017

Request for Proposals Design-Build Services Corporate Yard Facility, Project No. 575-93135 (Temporary Facilities)

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A. Acceptance of the Contract / Comments Form

B. Proposal Bond Form

C. Basis of Design Documents

1. Basis of Design Report Outline
2. Conceptual Site Plan
3. Topographic Survey
4. Technical Specification
5. City of Pomona SUMP Guidelines
6. LA County Standard Urban Storm Water Mitigation Plan

D. Proposal Forms 1 - 4

1. Proposal Transmittal Letter
2. Key Project Staff Resumes
3. Relevant Project Experience
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E. Draft Contract Documents

- Agreement
- Design/Build Contract Performance Bond
- Design/Build Contract Payment Bond

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INTRODUCTION

1.1 GENERAL

Through the issuance of this Request for Proposals (RFP), the City of Pomona, California (City) is hereby soliciting competitive, sealed Proposals to design and construct (Design-Build) City's Temporary Construction Materials Handling and Vehicle Storage Facility ("Project"), located at the City owned property at 1702 East 1st Street, Pomona, CA 91766. This is a single step solicitation; Proposals will include information regarding qualifications, technical approach, and proposed price.

GENERAL INFORMATION

1.2 BACKGROUND

1.2.1 PROJECT DESCRIPTION

City owns the property located at 1702 East 1st Street. There are two active potable water well sites existing on the remainder of the property which is shared between City's Water Wastewater Operations Department and Public Works Department Solid Waste Division. The available portion of the site is bounded by chain link fence on 3 sides and a row of existing 15 trees separates the site from its easterly neighboring lot. City is planning to develop this site to be used as a temporary construction materials handling and vehicle storage facility during the phased construction of its new Corporate Yard located at 148 North Huntington Street. Proposed improvements include general site cleanup and address drainage issues while maintain access to existing water wells, providing covered and uncovered spaces for parking and maintenance of City vehicles and equipment, and enhance site security.

1.2.2 PROJECT PERFORMANCE REQUIREMENTS

Design and construction of the project shall comply with all applicable Local, State, and Federal requirements including, but not limited to the following:

- ✓ Title 24 - 2013 California Building Code
- ✓ 2010 American with Disability Act
- ✓ National Fire Protection Association
- ✓ National Electric Code – NFPA 70
- ✓ The National Standard Plumbing Code
- ✓ City of Pomona SUSMP Guidelines
- ✓ City of Pomona Grading Permit Requirements
- ✓ Technical specifications - Attachment C
- ✓ Conceptual design drawings - Attachment D

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1.2.3 SCOPE OF WORK IN CONTRACT

The successful Design/Builder will be expected to provide the City with integrated design-build services to design, apply for and obtain required permits, and construct City's new Water Yard Facility complete and operational. Those services will include, but are not limited to, the following:

- Site grading and paving as required to address drainage issues
- Construction of new CMU block wall along eastern property line
- Construct of new access gate on the eastern property entrance with automatic and remote control systems
- Construct on new secondary access gate on the western property entrance
- Construct covered materials and spoils bins consisting of:
 - Two separate cold mix bins – 345 sf each
 - One aggregate base bin – 800 sf
 - One sand bin – 345 sf
 - One spoil/refusal bin – 1250 sf
- Construct a 6000 sf Pre-Fabricated Metal or High Performance Fabric building to be used as covered parking and maintenance facility for City equipment.
 - 60-feet wide x 100-feet long x 16-feet high
 - Four (4) over head doors 20-feet wide x 12-feet high
 - 60-feet wide x 100-feet long concrete pad
- Install Yard Lighting
- Install Security System
- Tap into existing electrical service, install step down transformer(s) and new panelboard(s) and provide electricity as required
 - Electric gate operator
 - Building electrical outlets
 - Yard lighting
 - Security System
- Develop site specific Standard Urban Stormwater Mitigation Plan (SUSMP), and install required Best Management Practices (BMPs) for entire facility including materials bins
- Maintain operation and access to existing water wells at all times
- Maintain area for Waste Management operation
- Existing concrete ramp structure to remain in place
- Apply for and obtain all required permits including, but not limited to: building and safety, planning, grading, tree removal, and any additional permit the proposer can identify
- **Note:** The city shall operate and maintain the facilities after completion of construction and final acceptance.

1.2.4 SECURITY FOR PERFORMANCE

Proposers will be required to provide, a Proposal Bond bond for faithful performance (Performance Bond) and a bond for faithful payment of labor and materials (Payment Bond) with ratings no lower than the second highest long-term and short-term rating by Moody's and Standard and Poor's. The Performance Bond and the Payment Bond are each required to be in an amount equal to the Contract Price.

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Proposal security in the form of a Proposal Bond issued by a Surety company or corporation licensed in the State of California. The penal sum and terms of the Proposal Bond is indicated in Attachment B. Noncompliance with the Proposal security requirements may result in the disqualification of the Proposer.

1.3 CONTRACT

A copy of the draft Contract Documents are included as Attachment F to this RFP.

PROCUREMENT PROCESS**1.3.1 PROCUREMENT RULES**

The City reserves the right to supplement, amend, or otherwise modify this RFP and to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, and to make all final determinations.

The City reserves the right to not award a contract as a result of this procurement process or to terminate the procurement process by written notice to the Proposers for any reason whatsoever.

The City may refuse to evaluate a Proposal where the requested information and materials are not provided, or not provided by the date specified in Section 1.4. There is no appeal from a refusal for an incomplete or late application. The closing time for submittals will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions. The City reserves the right to investigate the Proposers' qualifications provided in the Proposals by interviewing references or researching public information.

1.3.2 EVALUATION OF PROPOSALS

The Proposals must be submitted by the deadline specified in Section 1.4. Once received, the review and notification process will be as follows:

- a) The Proposals will be date- and time-stamped upon receipt.
- b) Proposals will be reviewed for completeness by City staff.
- c) Those Proposals that are deemed to be complete will proceed to be reviewed by City Staff. Proposals will be evaluated using the evaluation criteria described in Section 1.10.

1.3.3 NEGOTIATIONS AND CONTRACT AWARD

After identification of the Highest-Ranked Design/Builder, the final Contract will be prepared, incorporating applicable portions of the Highest-Ranked Design/Builder's Proposal. During this time, it is expected that the Highest-Ranked Design/Builder will be requested to meet with the Selection Committee to assist in finalizing the Contract and, if necessary, negotiate any final changes to the Contract. If for any reason, the Highest-Ranked Design/Builder and the Selection Committee are unable to conclude these final negotiations and execute the Contract, the Selection Committee may suspend negotiations with the Highest-Ranked Design/Builder and initiate negotiations with the next Highest-Ranked Design/Builder, and so on until the Contract is awarded or the procurement is terminated. At the conclusion of successful negotiations, the

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Selection Committee will recommend the Selected Design/Builder to City Council for award of the Contract.

1.4 PROCUREMENT SCHEDULE

A summary schedule of the major remaining activities associated with this solicitation process is presented below:

Date	Activity
February 27, 2017	RFP Issuance
March 15, 2017 (10 am)	Pre-Submittal Meeting & Site Visit (City Hall City Council Chambers & 1702 East First Street)
March 23, 2017	Due date for submittal of questions regarding the RFP and draft Contract Documents
April 5, 2017 (3 pm)	Proposal submission deadline
May 1, 2017	City Council approval for selection
May 15, 2017	Notice to Proceed for design phase
June 21, 2017	Estimated Notice to Proceed for construction phase
September 9, 2017	Final Acceptance

The City reserves the right to modify any or all of the above dates.

1.5 COMMUNICATIONS PROTOCOL

The City is committed to a fair, open process for interested parties to receive information about the Project and for the competitive procurement process that the City is proposing to utilize for selection of the Design/Builder and award of the Contract. Design/Builders are encouraged to submit written comments or questions concerning the RFP and draft Contract Documents during the Proposal preparation period in the manner described in this. However, Design/Builders should not seek or discuss any information directly relating to this procurement with any City employee or member of the City's Consultant Support Team, except during visits provided for in the RFP. Violation of this provision may result in disqualification from eligibility for selection. Verbal responses to questions, at any time, are not official and cannot be relied upon.

All responses to requests for information and/or changes to the terms of the draft Contract Documents will be made in the form of a written Addendum that will be sent to all Design/Builders, and will become part of the RFP.

All questions concerning this procurement must be directed in writing to the City at:

**REQUEST FOR PROPOSALS DESIGN-BUILD SERVICES CORPORATE YARD FACILITY, PROJECT
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Email: Timotheus Hampton, P.E.
Tim_Hampton@ci.pomona.ca.us
Subject: Request for Proposals Design-Build Services Corporate Yard Facility,
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All communications to the City are subject to distribution to all Design/Builders. Communications sent via electronic mail may be printed and made available to all Design/Builders.

Design/Builders are encouraged to submit questions and comments which may impact Proposals as early as possible and no later than the deadline indicated in Section 1.4.

1.6 CITY RIGHTS AND OPTIONS

This RFP constitutes an invitation to Design/Builders to submit Proposals to the City. By responding to this RFP, Design/Builders acknowledge and consent to the following conditions relative to the procurement process and the selection of a Design/Builder. Without limitation and in addition to other rights reserved by the City in this RFP, the City reserves and holds, at its sole discretion, the following rights and options:

- (a) To seek additional information from any and all Design/Builders to supplement or clarify the Proposals submitted.
- (b) To reject any or all Proposals, to waive any technicalities, immaterial irregularities, or minor informalities in the Proposals, to request clarifications or modifications during Proposal evaluation and to select the Design/Builder whose Proposal, in City's judgment, best serves the interests of the City.
- (c) To eliminate any Design/Builder that submits an incomplete or inadequate Proposal or is not responsive to the requirements of this RFP.
- (d) To supplement, amend, or otherwise modify the RFP through the issuance of Addenda to all Design/Builders, and to supplement the RFP with information items, prior to the date of submission of the Proposals. Addenda issued to this RFP may expand or cancel any portion or all Work described in this RFP.
- (e) To clarify the information provided as part of the Proposal, including but not limited to holding interviews with Design/Builders, requesting additional information from Design/Builders to support the information included in the Proposal, and requesting clarified technical and price proposals.
- (f) To conduct investigations of any or all of the Design/Builders and their Proposals as the City deems necessary or convenient, including but not limited to discussions or meetings with contact persons for Design/Builder's prior or ongoing projects or with regulatory agencies.
- (g) To enter into any contract deemed by the City to be in its best interest.
- (h) To discontinue negotiations with the Highest-Ranked Design/Builder and commence negotiations with the next Highest-Ranked Design/Builder, and so on until the Contract is awarded or the procurement terminated.

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- (i) If at any time the Selected Design/Builder is unable to perform the prerequisites to executing the Contract or withdraws its Proposal, to proceed with negotiations with the next Highest-Ranked Design/Builder, and so on until the Contract is awarded or the procurement terminated. [Note: Such a situation might arise if there is a sudden substantial decline in the Design/Builder's financial status such that can not obtain the necessary bonds.]
- (j) To receive questions concerning this RFP from Design/Builders and to provide such questions, and the City's responses, to all Design/Builders.
- (k) To visit and examine any of the facilities referenced in the Proposal and others owned, designed, or built by the Design/Builder to observe and inspect such facilities.
- (l) To cancel this RFP in whole or in part with or without substitution of another RFP if such cancellation is determined to be in the best interest of the City.
- (m) To take any action affecting the RFP process or the Project that would be in the best interests of the City.
- (n) After award of the Contract to the Design/Builder, make public any and all documents associated with the Project, including documents submitted to the City by Design/Builders.

PROPOSAL REQUIREMENTS

1.7 PROPOSAL FORMAT

The Design/Builder shall provide information in accordance with the format requirements set forth in this section. Proposal information shall be provided in the following sections:

- Section 1: Transmittal Letter and Company/Team Qualifications
- Section 2: Technical Approach
- Section 3: Price Proposal

Design/Builders shall submit the Proposal in sealed boxes or envelopes. All three sections shall be combined into a single bound document. It is desired that no bound document exceed three inches in thickness.

1.8 PROPOSAL DEADLINE AND ADDRESS FOR SUBMITTAL

Proposals shall be submitted by the date and time indicated by Section 1.4. Proposals received after this deadline may not be considered. Sealed Proposals shall be addressed and submitted to:

City of Pomona
Purchasing Division
P.O. Box 660
505 South Garey Avenue
Pomona, CA 91769
Attn: Keri Hinojos

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1.8.1 SECTION 1: TRANSMITTAL LETTER AND COMPANY/TEAM QUALIFICATIONS

This section of the Proposal shall include the Transmittal Letter and Design/Builder team information.

1.8.1.1 Proposal Bond

Each Design/Builder shall provide Proposal security in the form of a Proposal Bond as provided as Attachment B.

1.8.2 SECTION 2: TECHNICAL APPROACH

Technical approach section shall clearly describe CONTRACTOR's understanding of the scope of work and his/her approach to address City requirements. It shall include preliminary site assessment to identify major obstacles in project completion. It shall also provide CONTRACTOR's suggested prefabricated building manufacturer, and shall include detail specification of proposed material and construction methods. If several methods/manufacturers are considered, provide a comparison table. Technical Approach section as a minimum shall include but not be limited to:

- Design assumption and criteria
- Permit requirements
- Fabrication drawings
- Materials & finishes
- Project Schedule
- Foreseeable obstacles in project completion
- Recommendations for betterment of the project or expedite the schedule

1.8.3 SECTION 3: PRICE PROPOSAL

Section 3 of the Proposal (the Price Proposal) shall consist only of Proposal Form 3.

PROPOSAL EVALUATION AND CONTRACT AWARD**1.9 CONFORMANCE REVIEW**

Proposals will first be individually evaluated for conformance with the specific requirements set forth in this section. Any Proposal that the City determines is incomplete in any material respect may be deemed non-responsive and may be rejected in its entirety by the City. Materially responsive Proposals will include the following:

- Delivery to the correct address by the specified time
- Complete Proposal Forms and Attachments
- Requisite Proposal Bond

Proposals deemed responsive to these requirements will be evaluated as described in the following sections.

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1.10 QUALIFICATIONS/EXPERIENCE

Of those Proposals that conform to the RFP requirements, only those Proposals that meet the following minimum qualifications will be evaluated and ranked as described in this Section.

1.10.1 ESSENTIAL QUALIFICATIONS

The Design/Builder must meet the following essential qualifications criteria:

- ✓ The General Contractor is eligible to bid on public work projects.
- ✓ The General Contractor member has current California contractor’s license.
- ✓ The General Contractor’s license has not been revoked in the last five years.
- ✓ The Engineer of Record has a current California license.
- ✓ The Engineer of Record’s license has not been revoked in the last five years.
- ✓ The General Contractor has an acceptable safety record as defined in Section 20133(d)(4)(B)(v) of the Public Contract Code.

1.11 EVALUATION AND RANKING OF PROPOSALS

Following the Proposal conformance and Minimum Qualifications review, the Selection Committee will evaluate the Proposals in accordance with evaluation criteria set forth herein. The City, at its sole discretion, shall have the right to seek written clarifications from any of the Design/Builders in order to fully understand the nature of the submittals and evaluate the Design/Builders. The City shall have the sole and final authority to evaluate the submitted Proposals and to determine the ranking of Design/Builders.

Minimally qualified proposals will be evaluated and may receive up to a maximum of 100 points. The maximum possible points under each evaluation criterion are set forth below in Table 6.

Table 6-		
Topic	Evaluation Criteria	Maximum Points
Project Understanding and Approach	How well does the Design/Builder’s Proposal demonstrate an in-depth understanding of the design and construction requirements of the project?	10
Design/Builder Project Team	How well do the Design/Builder’s qualifications, experience and time availability relate to the requirements of the project?	20
Design/Builder Capabilities	How well does the Design/Builder’s Proposal communicate their design, construction and project management experience for this project?	10
Price		60
Total		100

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