



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

**REQUEST FOR PROPOSAL PS- #1031
CONSTRUCTION MANAGEMENT and INSPECTION SERVICES for
RENTAL CAR FACILITIES #300015
IMPROVE PARKING LOTS #330013
SAN LUIS OBISPO COUNTY REGIONAL AIRPORT**

June 25, 2009

The County of San Luis Obispo is currently soliciting qualifications from architectural, engineering, and construction management firms for Construction Administration and Construction Inspection services for the new Rental Car Facilities and Improve Parking Lot projects at the San Luis Obispo County Regional Airport.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit nine (9) copies of your proposal by 3:00 p.m. on July 23, 2009 to:

County of San Luis Obispo
Debbie Belt, GSA - Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Richard Howell at (805) 781-5205.

DEBBIE BELT
Buyer – GSA - Purchasing
dbelt@co.slo.ca.us

A. INTRODUCTION

The General Services Agency, representing the Board of Supervisors of the County of San Luis Obispo, is seeking qualified providers of Construction Management Services and Construction Inspection Services for the construction of the Rental Car Facilities and the Improve Parking Lots projects at the San Luis Obispo County Regional Airport in San Luis Obispo, CA.

This Request for Qualifications establishes the specifications, terms and conditions governing the selection of a firm to provide Construction Management Services and Construction Inspection Services to County of San Luis Obispo-Airport Services. All submittals shall be in the form and format as specified in this RFQ section entitled "Proposal Format and Content".

B. PROJECT DESCRIPTIONS

Project locations are in close proximity to each other on the newly realigned Aero Drive at the San Luis Obispo County Airport.

The Rental Car Facility is comprised of a CMU building approximately 1,200 square feet; four manual car wash bays with canopy cover and water recycling system; a fuel tank island with vacuum system and canopy cover; asphalt and concrete paving; parking for approximately 100 cars; landscape and irrigation, and fencing. Bids for this project are due July 23, 2009, and Contractor Notice to Proceed is scheduled for no later than September 1, 2009. Engineer's estimate is \$1,440,000. Estimated time of construction is 270 calendar days.

The Improve Parking Lots project is located on the existing parking lots 1, 2, 4 and 5. The project consists of redesigned, repaved and/or renovated existing parking areas with 800 to 1,000 parking spaces to include asphalt paving; curb, gutter, and sidewalks; vertical pedestrian circulation comprised of elevator and ramps; a new Parking Access and Revenue Control System (PARCS); street lighting; signage; landscape and irrigation; and under-grounded utilities. This project is currently being designed by URS Corporation. The construction documents are scheduled to be ready for bid on October 1, 2009 and Construction start of December 1, 2009. The current construction budget for this project is \$3,250,000. Estimated time of construction is 180 calendar days.

The County is currently preparing an RFP/RFQ for a power purchase agreement with vendors through photovoltaic panels for this, and other County projects. The Construction Management and Inspection firm will be expected to assist the County to fully integrate this initiative into one or both of these projects as the details develop.

C. SUMMARY OF SCOPE OF WORK

The services of the construction management and inspection firm will be from bidding through completion of construction for the Improve Parking Lost project and the construction phase only for the Rental Car Facilities project. The County expects the project management team to be an extension of the County staff, protecting the County's interests while keeping the projects on schedule and on budget.

The scope of work for the Construction Management and Inspection firm on this project is as follows:

Bidding Phase - Improve Parking Lots project only

- Assist the County in marketing the construction project and advertising for bidders. Attend pre-bid conferences
- Assist the County in issuing addenda as appropriate to interpret, clarify, expand or amend the bidding documents
- Assist the County in evaluating proposals by bidders to substitute materials and equipment prior to the bid date.
- Assist the County in evaluating bids, bid protests and with the recommendation to the Board of Supervisors for Award of Bid.
- Assist the County in preparation of the Notice to Proceed

Construction Phase – Both projects

- Coordinate compliance with design concepts, shop and erection drawings submitted by the contractors.
- Coordinate laboratory, shop and mill test reports on materials and equipment and distribute.
- Provide full-time on-site construction management to observe and report on the progress of the executed work. Provide project construction inspection as needed.
- Coordinate the work of the project Inspector to assist in insuring that the work is accomplished in conformance with the Contract Documents, schedules and costs.
- Coordinate RFI's between A/E, owner and contractors.
- Assist the County in determining amounts of progress payments due, based upon percentage of completion of the work and recommendation of issuance of payments by the County.
- Set up and maintain project files on site.
- Oversee project close-out including punch lists and corrections, final inspections, record drawings, collection of Operation and Maintenance manuals and guarantees.
- Perform necessary audits, inspections, interviews, as required by law or the contract documents.

A qualified construction management and inspection team will be able to provide the services listed above and identify any further services necessary to ensure a timely and cost-effective construction of these projects. Firms that provide construction services will not be permitted to bid for the construction of the projects if selected as the Construction Manager and Construction Inspector by the County.

D. REQUIRED PROPOSAL FORMAT AND CONTENT

A qualifying application must address all the following points, in the following order:

1. Understanding of and Approach to the Projects

- a. Provide a summary of your approach to the projects. Discuss activities during each phase of the bidding and construction process as appropriate.
- b. Provide an outline of in-house procedures to coordinate the work of project team members. The outline should describe: your system of project delivery planning and execution. Include specific references to preconstruction and construction activities with inspections, including claims management.
- c. Approach to technical reviews when required, value engineering if required, constructability review, development of alternatives, inspections, field engineering and industry surveys.
- d. Provide a description of the organizational structure and staffing to be used for the project, including an organizational chart. Identify the specific individual(s) that the County will interface with on the various facets of the project.

2. List of Similar Completed Projects

- a. Provide a list and description of public works projects completed (constructed) within the last three years of similar scope and complexity in which your firm was an active participant as the Construction Manager and/or Construction Inspector.

3. A Listing and Resumes of Individuals

- a. Provide the resume of the individuals to be assigned to the project, their specific assignment, and the plan for his/her replacement.

4. Experiences in Controlling Project Cost and Construction Schedule

- a. Provide a statement of the firm's philosophy with respect to cost and budget control during the construction phases of the project, demonstrating experience and ability to manage a project within a given budget.
- b. Provide a list and description of similar projects completed (constructed) within the last three years indicating:
 1. Construction budget at the bid date
 2. Bid opening date and low bid amount spread sheet for each project
 3. If re-bid was necessary.
 4. Awarded amount.
 5. Construction start and completion dates.

6. Name, address and telephone number of:
 - a. Owner representative who was directly involved during the construction phase.
 - b. Architect/engineer of Record
 - c. Superintendent and contracting firm that performed the work.
 7. List and amount of pending and/or resolved claims, if any, associated with the above projects.
 8. Comparison of final costs versus estimates for projects firm participated in.
5. **Corporate Documentation and Financial Information** - provide relevant information regarding organizational stability and strength, including the following:
- a. A description or statement of the organization (e.g., sole proprietorship, partnership, corporation, joint venture, etc.)
 - b. If a corporation, a listing of the members of the Board of Directors
 - c. A listing of financial references and statement of financial stability.
6. **Controls and Reporting**
- a. Describe previously utilized systems of project controls. Provide a copy of a representative sample of an integrated cost/change/schedule control system.

Describe methods and procedures for developing and publishing project reports and records. Provide a copy of a representative sample project report.
7. **Statement of Overriding Qualifications**
- a. Provide a definitive statement of qualifications and strengths the firm believes will single out their firm as the best firm to accomplish this project.
8. **List of References**
- In addition to references required under "Experiences in Controlling Project Cost/Design Schedule", provide client references from recent related projects (within the last five years), including name, address and phone numbers of Chief of Maintenance, Superintendent, etc..

Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed non-responsive by the evaluation committee and eliminated from further consideration.

E. PREPROPOSAL MEETING AND SITE VISIT:

A pre-proposal meeting will be held at **1:15 pm on July 8, 2009** at the Airport Management Conference Room #2 (adjacent to terminal). A tour of the sites will be conducted followed by a question & answer period. Interested firms are strongly urged to attend prior to submitting responses to this RFQ. This meeting is not mandatory however due to limited staff no other site visits will be provided to proposers after this date.

F. BASIS OF AWARD:

The award of the contract will be based on criteria and guidelines established by the County. The award will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as the best interests of the County as determined by the committee.

The successful firm must demonstrate and document successful experience within five years prior to the date of this RFQ on new public works office facilities with construction budgets over \$1 million.

The proposing firm should be capable of providing project management services and inspection services with special emphasis on cost, schedule and document control, and management of information.

It is the County's desire to employ individuals from a qualified firm that exhibit proactive leadership and good planning and management practices. Of particular importance is the ability of the successful firm to provide staff that are self-motivated and can quickly learn the County process, and manage projects with minimal County oversight.

By Board of Supervisors' policy, local professionals who maintain fully-staffed offices in the County shall be given preference if quality, service and all other relevant factors are equal.

G. INDEMNIFICATION:

Consultant shall defend, indemnify and hold harmless the **County**, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, or other losses that may be asserted by any person or entity that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of **Consultant**. The obligation to indemnify shall be effective and shall extend to all such claims or losses in their entirety. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the **County**, its officers and employees.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

H. INSURANCE:

The selected consultant will be required to provide proof of general commercial liability insurance coverage in the amount of \$1,000,000 and professional liability insurance in the amount of \$1,000,000.

I. ADDENDA:

Any addenda to this Request for Qualifications will be mailed to all potential firms who have been issued a copy of the RFQ. Questions asked and not answered during the site tour will be recorded and responses will also be mailed to all potential firms who have been issued a copy of the RFQ.

J. CONSULTANT SELECTION PROCEDURE:

A Formal Selection Committee will be formed in accordance with the policies of the San Luis Obispo County Board of Supervisors. The Selection Committee will consist of representatives from General Services Agency, County Administrative Office, and County Airport Services.

The Selection Committee will review the Qualifications of all firms responding to the RFQ based on the established evaluation criteria below. The Committee will select a number of firms who will be requested to interview with the Selection Committee as a part of the evaluation process.

After the interviews, firms will be ranked by the Selection Committee, and final contract negotiations will commence with the highest-ranked firm.

Selection Criteria:

Evaluation Criteria	Weight
Firms history with similar projects	40%
Staff Qualifications	30%
Interview Results	30%
Total	100%

K. CALENDAR OF EVENTS:

The following is a schedule of events which the project is expected to follow. These dates are considered flexible at this time.

June 25, 2009	Request for Qualifications Distributed
July 8, 2009 at 1:15 p.m.	Site Visit
July 23, 2009 at 3:00 p.m.	Responses received (This date is not flexible)
August 5, 2009	Interviews
August 7, 2009	Consultant ranking finalized and cost proposals reviewed
August 25, 2009	Board of Supervisors awards contract, Notice to Proceed follows

L. FEE DETERMINATION

After rankings are established following the Interview process the top-ranked firm will submit estimated fee proposal based on the scope of work as defined in this RFQ and subsequent documents. Contract negotiations will commence based on this proposal. If agreement on the fee cannot be reached, the second-ranked firm will be approached under the same consideration. The final scope of work and professional fee will be contained within the Contract for the Board of Supervisor's consideration and approval.

M. RFQ SUBMITTAL AND SELECTION

1. Request of Qualifications, consisting of nine (9) copies must be received by mail, recognized carrier, or hand delivery not later than **3:00 p.m. on July 23, 2009.** Submittals shall be sealed and addressed to County of San Luis Obispo, Debbie Belt, GSA-Purchasing, 1087 Santa Rosa Street, San Luis Obispo, CA 93408. Clearly label outside of package with "Airport RFQ". **Late submittals will not be considered.**
2. Costs of preparation of RFQ will be borne by the proposer.
3. Selection of qualified firms will follow an approved County procedure for awarding professional contracts.
4. This request does not constitute an offer of employment or a contract for services.
5. The County reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
6. The County reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the consultant firm.
7. The County reserves the right to award the contract to the firm which presents the proposal which, in the judgment of the County, best accomplishes the desired results.
8. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the County.
9. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the County shall be through the individuals identified below.

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CONSTRUCTION MANAGEMENT and INSPECTION SERVICES for
RENTAL CAR FACILITIES #300015, IMPROVE PARKING LOTS #330013
SAN LUIS OBISPO COUNTY REGIONAL AIRPORT

N. CONTACT PERSON:

Richard C. Howell, A.A.E
Airport Services General Manager
General Services Agency
County of San Luis Obispo
903-5 Airport Drive
San Luis Obispo CA 93401
805.781.5205
805.781.5985 fax
rhowell@co.slo.ca.us

Alternate: Craig Piper
Assistant Airports Manager
805.781.5205
capiper@co.slo.ca.us

Interested firms shall not contact other County staff with questions or suggestions regarding this Request for Qualifications without first contacting the Airport Services General Manager.