

Subject: Request for Proposal (RFP) to provide Construction Management Services for Union City Transit-Oriented Development (TOD) Project

The City of Union City is requesting proposals from qualified firms to provide Construction Management Services for the Union City Transit-Oriented Development (TOD) Project.

Construction Project

The construction project involves with street improvements of Cheeves Way, Berger Way, Galliano Way and Decoto Road. The construction consists of demolition, removal and disposal of existing asphalt, and concrete, construction of asphalt paving, concrete curbs and gutters, sidewalk, sanitary sewers, storm drains, water lines, manholes, storm water inlets, fire hydrants, street lights, irrigation system, trees, landscaping, and installation of street signs and striping pavement markers. The estimated construction cost is approximately \$3.7 million. The construction project is scheduled to be completed within one hundred and fifty (150) working days.

Scope of Services

The Scope of Services include (1) Project Review, (2) Pre-Construction administration, (3) Construction Coordination, (4) Contract Administration, (5) Cost and Schedule Control, (6) Construction Inspection, (7) Material Testing and (8) Project Close Out. Construction Staking will be provided by others.

Proposal Requirements

The following information is requested to be included with your proposal for this work:

1. A description of how you intend to control and direct the construction project.
2. A detailed list of the necessary tasks to complete the project and the estimated work force effort and schedule for each task. Tasks to be done by your subconsultants are to be identified and their estimated work force effort (labor hours) and schedules should also be provided.
3. An organizational chart for the project showing the names and roles of key personnel to be assigned, including all subconsultants.
4. The background and specific pertinent experience of the key personnel, and a

statement as to their time commitment to the project.

5. Specific related experience of the project team and the subconsultants on this type of project and the name and telephone number of client contacts for each cited project.
6. Your method and experience in controlling project costs and schedules.
7. A professional services hourly rate schedule for the work proposed to be provided by your firm and all subconsultants.
8. A statement of your firm's acceptance of the City's insurance and indemnification requirements, or any reservations your firm has with the requirements. You are highly encouraged not to take exception to the requirements, or resolve them prior to submitting your proposal.

Consultant Selection

There will be a **formal interview** for the consultant selection. The proposal evaluation will focus on the following factors as important when assessing proposals for this project

- The experience and qualifications of the proposed project manager and the project team and sub-consultants.
- The construction management experience of similar projects.
- Commitment of key personnel and ability to adhere to the time line.
- Commitment for responding to City needs.
- Capability to manage and coordinate with contractors and utility companies.
- Reasonableness of labor hours and hourly rates.

Proposal Submittal

Five copies of the proposal shall be submitted to the City of Union City, Department of Public Works, 34009 Alvarado-Niles Road, Union City, CA 94587, by **5:00 p.m., Thursday, September 3, 2009**. All submitted copies become the property of the City of Union City. The City shall not be held liable for any costs associated with the preparation or presentation of any proposal. After the review and evaluation of the proposals, City will select the top five consultants for the selection interview.

The City desires to help consultants control the cost of preparing proposals. Proposals should concisely communicate the information requested by the City.

Insurance Requirement

The Consultant will be required to carry insurance in the amount of \$1,000,000 for each of the following:

- General liability;
- Automotive liability;
- Workers' compensation and employers' liability;
- Professional liability for errors and omissions.

The selected consultant firm must meet the insurance requirement and City's the indemnification provisions.

You may contact the City Engineer office at (510) 675-5301 or by e-mail at hlouie@ci.union-city.ca.us if you need further information.

Henry Louie, RCE, REE
City Engineer
City of Union City