

REQUEST FOR PROPOSALS

FOR CONSULTING SERVICES TO REVISE THE CITY'S STANDARD CONSTRUCTION SPECIFICATIONS

CITY OF FORT WORTH
PROGRAM MANAGEMENT OFFICE
MARCH 2009

The City of Fort Worth Program Management Office (PMO) is accepting responses to this Request for Proposals (RFP) for a limited time from qualified consultants to perform the work described herein. Responses that do not comply with the requirements described in this RFP may, at the City's sole discretion, be deemed non-responsive.

1.0 PROJECT STATEMENT

The City is interested in revising its standard construction specifications for the Water, Transportation and Public Works, Aviation, and Parks and Community Services Departments for use on City projects.

2.0 BACKGROUND

The City of Fort Worth's construction specifications have been updated in a piecemeal fashion over many years. This approach has resulted in multiple partial revisions, creating documents that are neither consistent nor complete. The general specifications are also different for different departments. By revising the specification documents it is anticipated that there will be less ambiguity and fewer inconsistencies in pay items resulting in long-term savings and more durable projects for the City.

In 2008, CH2M HILL was engaged to perform a brief review of the existing construction specifications. CH2M HILL subsequently recommended that the City perform a more comprehensive review of its standard construction specifications. The preliminary findings of CH2M HILL are included as Appendix A to this RFP. The City has asked CH2M HILL to help evaluate the submitted proposals acting in their role as leaders of the Integrated Program Management effort.

A Standard Construction Specification Task Team was formed by the City to help develop this RFP and to work with the successful consultant in developing the revised standard construction specifications. During the team's brainstorming sessions, the following focus areas were identified for use by the successful consultant.

Focus Area 1. Standardization and Consistency

- 1.1 Need for standard framework
- 1.2 Common set of general requirements
- 1.3 Utilization of standard bid items (currently available)
- 1.4 Linking specification to standard bid items on list
- 1.5 Bid proposal must match what is in specifications
- 1.6 Standard pay schedules

- 1.7 Strategy to centralize the responsibility for updates
- 1.8 Notification process for PMs and contractors when changes occur (PMO lead is currently under consideration)

Focus Area 2. Organization and Structure of Contract Documents

- 2.1 Look at overall structure of contract documents – general conditions, special provisions, special conditions, and how they should – or should not – relate to each other
- 2.2 Inclusion of geotechnical reports and easements
- 2.3 Special conditions that are standard should be put into the general conditions
- 2.4 Link standard specifications to standard details – look at both simultaneously
- 2.5 Review general notes and details as well
- 2.6 Make specifications short, concise and consistent
- 2.7 Include approved products list where appropriate

Focus Area 3. Approach to Developing Specifications

- 3.1 Inclusive approach working with the consulting and construction communities
- 3.2 Update references in specifications
- 3.3 Create a “home” for documents to be available in their most current form
- 3.4 Potential use of “contingencies” as a bid item; manage through “change order”; speeds up approval (it is our understanding that the City of Arlington uses this approach)
- 3.5 Water and sewer specifications have some good information, but there are too many versions
- 3.6 Ensure referenced equipment and methods are state of the art

Focus Area 4. Bids, Measurement and Payment

- 4.1 Measurement of quantities and payment
- 4.2 Pre-bid list development – e.g. utility adjustment
- 4.3 Working days vs. calendar days should be consistently defined and used
- 4.4 Tolerance / acceptance levels for bid items
- 4.5 Use of liquidated damages and special completion incentives
- 4.6 Ability to address special needs for bid items; i.e. restraint systems, etc.
- 4.7 Paving standards and acceptance

A portion of the City's specifications are available for your review on the City's Buzzsaw site at the following location.

<https://projectpoint.buzzsaw.com/client/fortworthgov/SCSTT?public>

If you have difficulty accessing the site, please contact Fred Griffin fred.griffin@fortworthgov.org or 817.392.8868 or Dena Johnson at dena.johnson@fortworthgov.org or 817.392.7866.

3.0 PROJECT SCOPE

The following scope and approach is provided as basic guidance for responding to this RFP. The City is interested in considering consultant recommendations that revise or refine this approach, as long as the outcome achieves the project objectives.

3.1 Task 1 – Prepare Outline Comparing All Specification Systems

Review the City's existing construction specification systems. Prepare a tabular table of contents (TOC) based on the Construction Specifications Institute (CSI) MasterFormat 2004 six digit (level three) number designation, with additional columns corresponding to existing specification systems (e.g. Water, T/PW, PACS, etc.) for comparison, showing system documents that are equivalent in nature or intended to be used to accomplish the same construction task. All sections that are identified as being department specific would be numbered using an eight digit (level four) CSI number format. The resulting TOC would be used to define the future system TOC showing all common documents and all specialized documents that would be used specifically by one of the departments, and to ensure that all intended areas are covered in the updated specifications.

Deliverables.

- Annotated tabular TOC comparing proposed CSI MasterFormat with existing specification systems, and ultimately showing proposed structure of new specifications.
- Work group summary feedback notes for distribution.
- Work group meeting agendas.

3.2 Task 2 – Prepare New Specification System Documents and Supporting Materials

The deliverable from this work will be a master specification library in the Construction Specifications Institute's (CSI's) MasterFormat 2004 (49 divisions) that includes a Division 00 tailored to local requirements and Divisions 01 through 48 with coordinated references that are ready for use by an engineering team to develop a project specific manual. It is assumed for budgeting purposes that Divisions 00 and 01 will be revised in conjunction with City Attorney's Office and will be based on CSI MasterFormat 2004. The completed specification sections will be in a form that a technical person can use and modify to meet specific project requirements.

The anticipated tasks to complete this scope of work are as follows:

1. Meeting(s) with City staff, the engineering consultant and construction communities to gather and discuss required technical information, clarify needs and expectations, and review work in progress.
2. Finalize the master list of documents and sections that will make up the master library Table of Contents. Review with work group and City staff to validate and approve.
3. Develop schedule and plan for submittal of drafts for review, feedback, and approval. Develop work task timeline to complete the approved library.
4. Work with the City Attorney's Office to prepare the division 00 and 01 documents and sections and deliver drafts for review.
5. Prepare and coordinate specification technical sections (divisions 02-49 as needed) with division 01 and submit for review and approval per planned schedule.

6. Perform internal quality control review on completed documents. Documentation on the internal QC process is to be provided to the City.

Deliverables.

- Deliver completed system documents per schedule and provide materials as follows:

All documents in MS Word format on CDs

All documents in PDF format on CDs

One complete set of documents in hardcopy in multiple bound volumes

MS Word .dot template included on CDs and a full explanation of its make-up.

An Excel spreadsheet TOC document included on CDs

- Document Deliverables

Division 00 Documents

Division 01 General Requirements

Divisions 02-49 Technical Specifications

MS Word template for section documents (.dot file)

3.3 Task 3 – Project Management

The consultant will manage staff, scope, schedule, and budget for the preceding tasks. As part of project management the consultant will complete the following tasks:

1. Conduct Initial Project Kickoff Meeting with City Project Manager and the Standard Construction Specification Task Team
2. Conduct Project Coordination Meetings, and prepare meeting minutes, as outlined in Project Approach
3. Prepare and submit Monthly Progress Reports
4. Prepare and submit monthly invoices
5. Maintain project records and documents, as required.
6. Prepare, maintain and regularly update a project schedule in accordance with City requirements. The City desires to have the proposed work completed and new specification system implemented within twelve (12) months of the notice to proceed.

4.0 SELECTION PROCESS

The City will evaluate the responses to this RFP relative to the Selection Criteria outlined below. The successful consultant will be the responsible offeror whose proposal is determined to be the most advantageous considering the evaluation factors included in this RFP. The successful consultant may be selected by the City at its sole discretion based exclusively on review of the submitted proposals. At the City's sole

discretion, a shortlist of two or more consultants may be requested to interview prior to selection, augmenting the information provided in the proposal(s).

Note that proposals that do not meet the requirements outlined in this RFP may be deemed non-responsive by the City. The City also reserves the right to waive any and all requirements in this RFP.

5.0 SELECTION CRITERIA

Proposals submitted in response to this RFP should comply with the requirements as described herein. The proposals, as well as any subsequent interviews, will utilize the following selection criteria as the basis for the evaluation of the consultants responding to this RFP. The relative weight of each selection criterion is provided in parentheses.

- **Project Manager and Project Team Capability (35 percent).** Are the skills, capabilities, and experience of the proposed project manager and key project team members sufficient to ensure success of the work? Was this information presented in the context of the team members' roles and responsibilities on the proposed project team?
- **Previous Project Experience (15 percent).** Is the team's project experience relevant to the effort described in this RFP?
- **Project Approach (30 percent).** Does the project approach demonstrate understanding of this effort, and provide recommendations for improvement in the scope and approach?
- **Ability to Meet Schedule and Current Capacity (10 percent).** Was a conceptual schedule of work presented, indicating the start and stop dates of each task? Was the availability of key staff sufficiently demonstrated?
- **Consultant Ratings and/or Past Performance on City Projects (10 percent).** The City will consider the past performance of consultants on City projects in awarding this work.

6.0 PROPOSAL CONTENTS

The proposal should include the following information, organized as noted below.

1.0 Project Understanding. Present your understanding of the work outlined in this RFP, and the issues associated with successfully achieving the project's objectives.

2.0 Project Approach. Present your approach for delivering the work, including any suggested improvements to the approach described in this RFP.

3.0 Project Team. Present the qualifications of the proposed project manager and project team. Include an organizational chart and descriptions of the key team members' roles and responsibilities in performing the work.

4.0 Relevant Experience. Present the team's experience relevant to performing the work. Be clear in denoting the key team members that were involved in each project that is highlighted.

5.0 Schedule and Availability. Provide a conceptual schedule for completing the work, showing the work tasks and key milestones. Also summarize the availability of the project manager and key project staff during the anticipated project delivery period, shown as a percentage of a standard 40 hour per week workload. Also summarize the other commitments (shown as a percentage of a standard 40 hour per week workload) competing for each key team member's time.

Attachment A. Detailed Resumes of Key Team Members

Attachment B. Schedule of Sub-consultant Utilization (List All Sub-Consultants – M/WBEs and non-M/WBEs) and the requirements of 7.0 below.

7.0 MINORITY/WOMEN OWNED BUSINESS (MWBE) REQUIREMENTS

In accordance with the City of Fort Worth Ordinance No. 15530, the City of Fort Worth has Goals for the participation of minority business enterprises and women business enterprises in City contracts. You may obtain a copy of the M/WBE Ordinance from the Office of the City Secretary or the M/WBE Office.

The M/WBE participation information shall include:

1. The name, address, and telephone number of each M/WBE;
2. The description of the work to be performed by each M/WBE; and
3. The approximate percentage of the participation

Failure to comply with City Ordinance 15530 may result in your proposal being considered non-responsive. Furthermore, professional service agreements in excess of \$25,000 will not be executed by the City unless M/WBE requirements have been satisfied.

The MWBE Goal for this project is **25 percent**.

For any questions concerning the M/WBE issues, contact the Fort Worth M/WBE Office at (817)-392-6104.

8.0 PROPOSAL SUBMITTAL REQUIREMENTS

8.1 Format and Length

The proposals shall be no more than twenty-five one sided letter-sized (8-1/2" x 11") pages in length, counting sections 1.0 through 5.0 inclusive. The minimum font size is 11 point, with margins (top, bottom, left and right) no smaller than 0.5 inches.

Attachment A (Detailed Resumes) should be limited to no more than thirty-five one-sided letter-sized pages in length.

Transmittal letters, not to exceed one page, may be attached if desired, and will not count as one of the proposal's pages.

8.2 Deadline for Submission

The deadline for receipt of written proposals is 5:00 PM, Thursday, April 23, 2009. Submittals received after the stated time and date shall be rejected as non-responsive.

8.3 Copies and Delivery

Ten copies of the written proposals, and one CD containing a single .pdf file of the proposal, shall be submitted to Program Management Office, City of Fort Worth, 1000 Throckmorton Street, Fort Worth, Texas 76102. Deliveries must be made directly to Jackie McCarthy at the Program Management Office on the 2nd floor of City Hall.

8.4 Pre-response Meeting

In order to address questions from consultants within a public forum, the Program Management Office will schedule a pre-response meeting to be held at 1:30 PM, Thursday, April 9, 2009, City Manager's Conference Room #380 at the City of Fort Worth, 1000 Throckmorton Street, Fort Worth, Texas 76102. Attendance at this meeting is not mandatory, but is encouraged.

9.0 SELECTION AND NEGOTIATION

After receipt of the written proposals, the City will evaluate them based on the process and selection criteria described in this RFP.

The City will work in good faith with the successful consultant to negotiate an appropriate scope and fee for the work.

The City will request that the successful consultant submit a detailed estimate of the labor hours and expenses projected for each key task outlined in the scope of work, with the labor hours associated with key team members or appropriate labor categories, and the resulting cost associated with each task.

The fee negotiation will be based on review and discussion of the activities and level of effort associated with each scope item relative to this labor hour and expense summary.

If a satisfactory fee cannot be successfully negotiated with the first rated consultant within forty-five **(45)** calendar days of notice of selection, the City may move to the second rated consultant and negotiate a contract to perform the work.

10.0 CONTACT AND PROJECT EVALUATION

The City plans to formally evaluate the consultant's performance on this project. During that process the consultant will be afforded the opportunity to respond and comment on its interactions with the City.

For additional information regarding this RFP, contact Dena Johnson, P.E., at 817-392-7866 or dena.johnson@fortworthgov.org

Advertising Dates:

March 26, 2009

April 2, 2009

**APPENDIX A
RECOMMENDATIONS MEMO**

Construction Specifications Recommendations

TO: Doug Rademaker/CoFW
FROM: Van Walling/CH2M HILL
Will Barresi/CoFW
DATE: March 19, 2008

Introduction

This memo constitutes the deliverable described in Subtask 3.5 as “Existing Construction Specification Review and Recommendations” of the Integrated Program Management scope.

The City of Fort Worth specification documents reviewed as part of this task include;

1. Standard Specifications for Street and Storm Drain Construction, Transportation and Public Works Department
2. General Contract Documents and Specifications for Water Department Projects, Water Department
3. Department of Engineering (DOE) Construction Contract Library and Buzzsaw system.

General Observations

The City specification documents have two major characteristics in common; the revisions for many are several years in the past (1978 is one of the oldest), and the general format and location of subject matter is often not the same for all documents.

- A. The reviewed specifications did not appear to be complete, perhaps due to multiple partial revisions at different points in time.
- B. Reviewed specifications lacked general Quality Control requirements (e.g., documentation, testing, and reporting).
- C. Specification reference documents are often not current.
- D. Measurement of quantities was not standard with respect to material weight or volume. Some specifications pay a lump sum on completion measurement base upon the Engineer’s approval without backup QA/QC documentation.

Specification System Recommendations

The following items summarize several recommendations for improving the existing specification system for the City of Fort Worth. These recommendations are intended as a resource for the associated Request for Qualifications (RFQ) designed to select a consultant to assist the City in updating their specifications.

1. Update all documents with respect to format and structure to current accepted national standards

- a. Change document information location and material to conform to Construction Specifications Institute (CSI) standard "Section and Page Format" recommendations using the 2008 edition.
 - b. Renumber and identify each specification section using the CSI MasterFormat 2004 standards. This standard is a 49 division numbering system that assists contractors in efficiently finding needed information in the contract documents.
 - c. Many sections can be combined and used by all departments as a standard. For those sections that are unique to a specific department, an identifying letter suffix can be added to the master document numbering that indicates the primary department responsible for the specification section.
2. Establish a single set of division 01 General Requirements that can be used by all departments. Within this group any special documents that are department specific can be included and identified for ease of use by staff.
3. Establish a set of division 00 Contract Documents that contain common documents to be used by all departments. Create any special contract documents that are needed by each department so they coordinate with the common documents for improved productivity and project management.
4. Remove duplicate references within individual specification sections for items that appear in the division 01 General Requirements. This is particularly important in maintaining clarity and facilitating future updates (i.e. have the information in only one place, so that it only has to be updated in one place).
5. Review the codes and standards referenced in each specification section and update them to current releases where applicable.
6. Review the technical content of each section, delete practices that are no longer used, and add needed practices utilizing new or current technologies and methods.
7. Move much of the tabular and detailed schedule information into appendices and schedules to facilitate both locating and updating the information.
8. Most sections need Quality Assurance and Quality Control information added. The division 01 General Requirements area needs a QA/QC section establishing the project requirements for documentation and records in this area.
9. For increased productivity for both design and construction activities, a city website that contains the current documents for use by internal and external parties will make it easier to manage projects and bid processes.

Examples of Observed Areas for Improvement

The following paragraphs provide a few areas for improvement identified during the review of the existing City specifications.

Example A: Cast-in-Place Concrete for General Construction

Water Department specs (E1-20)

Current recognized standards could easily cover many of the items within this specification. Also the current City specification has no specific call out for recording of jobsite QC requirements or of mix truck storage time in a fully hydrated condition.

Transportation and Public Works spec (item 406 - 410)

Current recognized standards could easily cover many of the items within this specification. There are few unique schedule restrictions (e.g., concrete curing) as required by TxDOT for false work, frame removal, material storage, and traffic.

Example B: Reinforcing Steel

Water Department specs (E1-21)

There are other reinforcing steel products currently available to meet newer construction methods that are not referenced in the current specifications. No QA/QC requirements are stated. There are no construction sign-off processes for approving steel placement prior to concrete pouring.

Transportation and Public Works (item 424)

There are no QA/QC documentation requirements and no sign-off process for approving concrete placement prior to the actual concrete pour.

Example C: Specification and Contract Conditions Web Portal

Many governmental entities place project documents and procedures on web portals so support organizations and companies can readily obtain current information. This type of system improves productivity, increases the currency and accuracy of information, and reduces overall labor costs.

The City of Fort Worth is currently using Autodesk Buzzsaw to facilitate online project collaboration and construction contract bidding within the Department of Engineering. The application contains detailed project startup documentation; however most of the Buzzsaw folders for Construction Details are empty of any specifications.

The City has started a web portal located at <http://www.fortworthgov.org/engineering/info/> that contains some Drawing and Detail Sheets. This web site could be the central Construction Specification location as stated in recommendation nine (9). The Autodesk Buzzsaw application could continue to be used for posting construction drawings. Updated standard specifications could be posted on the City's web site, on Autodesk Buzzsaw, or both.

Recommendation

The City should proceed with the plan to update construction specifications in a consistent manner. A consultant should be selected to facilitate this update.

The attached draft Request for Qualifications is provided as a tool to begin this procurement process.