

**THE CITY OF OLYMPIA
REQUEST FOR PROPOSAL (RFP)**

CONSTRUCTION MANAGEMENT SERVICES

**YELM HIGHWAY PHASE V – RICH ROAD TO HENDERSON
May 12, 2010**

PROJECT INFORMATION

Name: Yelm Highway Phase V – Rich Road to Henderson

Site Address: Yelm Highway - Rich Road to Henderson

Project Description: This project provides for the improvement of Yelm Highway from Henderson Road to Rich road. This work includes clearing and grubbing, removal of structures and obstructions, building demolition, roadway, pond and structure excavation including haul, storm drainage, sanitary sewer, and water main installation, abandonment of asbestos cement and non-asbestos cement water and sewer lines, installation of a sanitary sewer lift station, installation of sanitary sewer odor control facilities, installation and removal of temporary pavement, roadway surfacing including base course, top course and hot mix asphalt, cement sidewalk construction, installation of median islands, sound wall construction illumination, landscaping, irrigation, and other work all in accordance with the Contract documents.

Construction Cost: Approximately \$8,000,000.

Design: Parametrix was the design firm for this project. The completed plans and specification can be viewed on Builder Exchange of Washington at www.bxwa.com, under Thurston County Public Works – Projects Bidding.

Schedule: Construction is scheduled to begin in June 2010 and be substantially completed by September 2011. Actual date of substantial completion may vary depending on progress of contractor.

SCOPE OF SERVICES

The Construction management firm shall provide the services listed below associated with the City of Olympia's portion of the Yelm Highway Phase V project. The City's portion of the project includes all water and sewer work as well as approximately 900 feet of roadway improvements. Services may include, but are not limited to, one or more of the following:

Construction Support

Providing construction administration, and observation support: including review of contractor's submittals/shop drawings, monthly contractor pay request administration, on-site construction observer, and construction record drawing preparation.

Contract Administration and Office Engineering

- Assist in providing documents and records of general compliance with City, County, State, and Federal requirements.
- Recommend approval of progress schedule.
- Coordinate materials testing with certified testing lab.
- Obtain shop drawings and catalogue cuts, review and make recommendations.
- Review for acceptance Manufacturer's Certificates of Compliance.
- Provide review of the change orders and make recommendations to City and WSDOT.
- Provide revised plans and specifications as required to execute agreed change.
- Provide change order using WSDOT format with justifications.
- Prepare construction change orders, negotiate with Contractor and make recommendations.
- Review and provide written recommendation for Contractor claims.
- Prepare monthly progress report, invoice and cost data for consultant services and submit to City for review and payment.
- Submittal review: shop drawings, lump sum breakdowns, schedules, and traffic control
- Review and respond to RFIs with memo. RFIs will be logged and tracked.
- Coordinate with City on funding agreements and with property owner concerns.

Field Inspection

- Provide the services of a resident project representative who will observe the technical conduct of the construction.
- Inspect Contractor's work to ensure that the project is built according to the Plans and Specifications.
- Prepare Inspectors Daily Reports.
- Prepare and submit Field Note Record.
- Monitor the Contractor's traffic control procedures and systems and provide recommendations including signage and notification of changes.
- Provide construction photos.

PROPOSAL REQUIREMENTS

Contents: Provide the following information in the sequence listed below:

Submittals shall be limited to a total of three (3) two-sided pages (excluding front and back covers). Four copies of the consultant proposals shall be submitted. ***Submittals that exceed the maximum number of pages or have less than four copies will be rejected.*** The format shall be as follows:

- A letter of interest, including a statement of availability to complete the work.
- Qualifications and experience of the staff assigned to the project. Work experience shall be specific to the individual's actual tasks performed on other projects.
- Familiarity with project plans and specifications.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- Experience working with project stakeholders including Thurston County, City of Tumwater, and City of Olympia.
- Previous experience with construction management services.

- References including names and telephone numbers of previous clients with similar projects.
- Include confirmation that the firm will comply with the City of Olympia Equal Benefits ordinance. (See compliance form attached as Appendix A to this RFP).

TERMS AND CONDITIONS

1. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. A copy of the City's Professional Services Agreement is available for review at <http://olympiawa.gov/city-services/engineering-and-construction/rfp-and-rfq.aspx>. The City reserves the right to reject any proposed agreement that does not conform to the specification contained in this RFP, and which is not approved by the City Attorney's office.
4. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
5. All bid documents are public record and subject to disclosure.
6. Proposals failing to comply with the requirements of this RFP may be considered non-responsive.

TIME LINE FOR SUBMITTALS

All proposals must be received by is **4:30 p.m., Friday, May 28, 2010.**

Mail-in submittals must be post-marked no later than **Wednesday, May 26, 2010.**

For questions about this RFP, please contact the City's Contract Administrator, Thanh Jeffers, at 360.753.8278 or e-mail tjeffers@ci.olympia.wa.us.

Deliver to:

Thanh Jeffers, Contract Administrator
City of Olympia Public Works Department
924 7th Avenue, SE, Suite A
Olympia, WA 98501

Mail to:

Thanh Jeffers, Contract Administrator
City of Olympia Public Works Department
P.O. Box 1967
Olympia WA 98501

APPENDIX A
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors on City contracts estimated to cost \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and must complete **both pages** of this Equal Benefits Compliance Declaration. Please note: No City contract can be executed until the contractor has completed this Declaration and submitted it to the City.

SECTION 1: Contractor Information

Name of Contractor: _____ **Contact Person:** _____
Phone Number: _____ **Fax:** _____ **Email:** _____
Approximate Number of Employees in the U.S.: _____ **Project #:** _____

SECTION 2: Compliance with Equal Benefits Ordinance

1. Does the contractor have any employees? ☐ YES ☐ NO

If the answer to Question 1 is "NO", the contractor qualifies for **Option C** on Page 2 of this Declaration.

If the answer to Question 1 is "YES", continue to Question 2.

2. a. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the spouses of employees?*

☐ YES ☐ NO

b. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the domestic partners of employees?*

☐ YES ☐ NO

* (Please Note: for 2(a) and (b), the answer must be "YES" even if the employees must pay for some or all of the cost of spousal or domestic partner benefits.)

If the answers to both Questions 2(a) and 2(b) are "NO", the contractor qualifies for **Option B** on Page 2 of this Declaration.

If the answer to either Question 2(a) or 2(b) is "YES", continue to Question 3.

3. BENEFITS PROVIDED

If the contractor provides employee health insurance benefits, please indicate so on the list below. If the contractor provides equal benefits, for each "Yes" marked in one column, there should be a corresponding "Yes" marked in the other column.

EMPLOYEE BENEFIT	FOR SPOUSES		FOR DOMESTIC PARTNERS	
Health Care	☐ YES	☐ NO	☐ YES	☐ NO
Dental Care	☐ YES	☐ NO	☐ YES	☐ NO
Vision Care	☐ YES	☐ NO	☐ YES	☐ NO

If the answers to Question 3 indicate that the contractor provides equal benefits, the contractor will be in compliance with the Equal Benefits Ordinance and qualifies for **Option A** on Page 2 of this Declaration.

If the answers to Questions 3 for any listed benefits are "YES" in the spouse column and "NO" in the domestic partner column, continue to Question 4.

1. Does the Contractor provide a cash equivalent of insurance benefits to the domestic partners of employees?

☐ YES ☐ NO

If the answer to Question 4 is "YES," the Contractor qualifies under Option D on Page 2 of this Declaration.

If in response to Question 3 for any listed benefit both a "YES" and a "NO" answer have been given, and in response to Question 4 the contractor DOES NOT provide a cash equivalent, the contractor is not in compliance with the Equal Benefits Ordinance.