

NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT

All responses to this Request for Proposal (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

City of Pasadena

**REQUEST FOR PROPOSALS
FOR
Parking Structure Physical Assessment in 9 City owned garages**

1. INVITATION FOR PROPOSALS

The City is seeking the services of a Parking Structure Assessment firm to assess the physical conditions of 9 City-owned parking structures in Pasadena . The assessment will include the following: energy efficiency analysis of existing lighting, visual surveys of the garages to document existing conditions, identification of structural or safety matters that require immediate attention, sounding of supported floors for delaminations, concrete samples through cores or powders, traffic membrane bond tests, and pachometer surveys of concrete topping and floor slabs. The results of this assessment will be used to compile a system-wide master plan of prioritized restoration efforts in the structures over the next 5 years.

Parties interested in responding are asked to submit 8 copies of the proposal no later than 3 p.m. on **Wednesday, June 2, 2010**, to:

Deleted: _____,

Michael Woolson, Management Analyst
Department of Transportation
221 East Walnut Street, Suite 210
Pasadena, California 91101
(626)744-7359
mwoolson@cityofpasadena.net

A pre-bid conference will be held on **Monday, May 10, 2010 at 10 a.m.** to resolve any questions regarding this Request For Proposal and the City's Contracting requirements. The conference will be held in the Grand Conference Room, 100 North Garfield Ave, Pasadena, California.

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2. BACKGROUND

The City of Pasadena owns 9 parking structures in the downtown area. The oldest of these structures was built in 1970, while the newest was built in 2003. An assessment of the physical conditions of these garages is needed to correct any deficiencies and prolong the useful life of the structures.

3. **SCOPE OF WORK**

The City is seeking the services of a Parking Structure Assessment firm to assess the conditions of 9 City-owned parking structures in Pasadena. The assessment will include the following: energy efficiency analysis of existing lighting, visual surveys of the garages to document existing conditions, identification of structural or safety matters that require immediate attention, sounding of supported floors for delaminations, concrete samples through cores or powders, traffic membrane bond tests, and pachometer surveys of concrete topping and floor slabs. The results of this assessment will be used to compile a system-wide master plan of prioritized restoration efforts in the structures over the next 5 years ("Master Plan").

Comment [n1]: "include, for example" or "include and be limited to"

Comment [n2]: What is the goal of the Master Plan? Minimal code compliance? Substantial restoration?

Parking Garages Description:

Nine (9) parking garages with a total of 7,459 parking spaces.

- Garage #1 -- Schoolhouse Garage, 33 East Green Street, 6 levels, 2 elevators, 4 stairwells, 901 spaces, opened in 1988
- Garage #2 -- De Lacey Garage, 45 South De Lacey Avenue, 5 levels, 1 elevator, 2 stairwells, 516 spaces; opened in 1988
- Garage #3 -- Marriot Garage, 171 North Raymond Avenue, 8 levels, 1 elevator, 2 stairwells, 147 spaces; opened in 1998.
- Garage #4 -- Paseo Colorado Subterranean Garage, 300 East Colorado Blvd., 2 levels, 5 elevators, 13 stairwells, 2000 spaces, opened in 1979
- Garage #5 -- Marengo Garage, 150 East green Street, 6 levels, 2 elevators, 4 stairwells, 715 spaces, opened in 1979
- Garage #6 -- Los Robles Garage, 400 East Green Street, 4 levels, 1 elevator, 3 stairwells, 515 spaces, opened in 1979
- Garage #7 -- Holly Street Garage, 150 East Holly Street, 6 levels, 2 elevators, 2 stairwells, 615 spaces, opened in 1970
- Garage #8 -- Plaza Las Fuentes Garage, 135 North Los Robles Ave, 3 levels, 2 elevators, 3 stairwells, 850 spaces, opened in 1988
- Garage #9 -- Del Mar Station Garage, 198 South Raymond Ave, 4 levels, 2 elevators, 5 stairwells, 1200 spaces, opened in 2003

Comment [n3]: If this is the date "first opened", you should state, "first opened"

Condition Assessment and Master Plan Development

The successful consultant shall perform a system-wide condition assessment of all 9 garages including a system-wide master plan of prioritized restoration efforts over the next 5 years.

Scope of Services as follows:

1. Consultant shall assemble all relevant documents regarding the original design and past restoration and maintenance of the garages - to date.
2. Meet with Department of Transportation personnel to review repair and maintenance history.

Comment [n4]: Why are we not providing the documents since they are our documents and housed in a city department?

3. Conduct an energy efficiency assessment of the existing lighting and make recommendations on how energy consumption can be improved.
Hence improving energy conservation and reduced operating costs, through upgrading existing fixtures and/or replacement with high efficiency lighting of equal or greater illumination.
4. Complete visual surveys of all garages to document and inventory existing conditions, develop preliminary quantities for potential repairs, etc. Make notes, mark-up copies of drawings and take photographic documentation as appropriate.
5. Identify any apparent structural or safety related matters for immediate attention by Department of Transportation including, but not limited to:
 - Inspect for deteriorated and/or compromised structural beams and structural beam supports for possible deflection under load and provide possible remediation with associated costs.
 - Inspect for deteriorated and/or leaking roofing and window sealant allowing water infiltration.
6. Sounding of supported floors as appropriate to determine the approximate locations and quantities of internal delaminations due to corrosion of reinforcement, freeze-thaw distress, debonded topping slabs, etc. Sounding via chain drag and hammers, as appropriate.
7. Concrete samples, either cores or powders, for laboratory chloride contamination testing. Sampling and testing level with at the 0-to-1, 1-to-2, and 2-to-3 inch increments at each location selected in Garage #s 1, 2 and 3. Tests must be performed by a laboratory experienced in ASTM C-1152 procedures and requirements. Frequency of tests to be determined by the consultant.
8. Where supported floor traffic membranes currently exist, perform bond tests to determine the adhesion of the membrane and potential suitability for the membrane to remain and be recoated in future restoration efforts. Frequency of tests to be determined by the consultant.
9. Pachometer survey of reinforced concrete topping and floor slabs to confirm the typical depth of reinforcement and top surface concrete cover. Frequency of survey locations to be determined by the consultant, but appropriate to the age and structure.
10. Analysis of data, development of restoration options, with cost estimates and effective life extensions of the options for all 3 garages.

Comment [n5]: Awkward construction

11. Development of a system-wide Condition Appraisal report, including findings of document reviews, surveys, testing and data analysis, discussion of the significance of findings and probable required restoration measures,
12. Development of proposed restoration options, cost estimates and effective life extensions in narrative and spreadsheet format, and recommendations for restoration of the garages, including prioritization and possible phasing of efforts and proposed preliminary 5 year Master Plan for the restoration efforts.
13. Meet with Department of Transportation personnel to review the findings and recommendations of report and the preliminary Master Plan for the garages.

Consultant **Requirements**

As clearly stated in the RFP response, the consultant must indicate the following:

1. Project Manager/Lead Consultant who will attend meetings with DOT, visit the site, setup the survey team, review survey and lab test data and develop the report and master plan. A resume of this individual must demonstrate significant past experience in parking garage restoration **projects**.
2. Support staff of not less than three (3) experienced restoration engineers and/or technicians. (Resumes of staff are not required at time of bid submission but must be reviewed and approved prior to bid award).
3. Base office locations of Project Manager/Lead Consultant and Support Staff
4. Hourly consulting rates for listed staff
5. Total cost for services, broken down as follows:
 - a. Total personnel costs (with not to exceed limits), (plus estimated total staff hours)
 - b. Laboratory testing costs (provide an inventory of anticipated tests) and
 - c. Travel costs and miscellaneous costs.
6. Narrative discussions of consultant's philosophy relative to services.

Comment [n6]: This should be a new section, or it should be in the Content of Proposal Section below, as it is not Scope of Work", it outlines the necessary contents of the response to the RFP

Comment [n7]: Any requirements (such as structural engineer as a part of the team, must be set forth here.

4. **EVALUATION PROCEDURES AND CRITERIA**

Evaluation of the proposals will be based on the competitive selection process, in which the evaluation of proposals will not be limited to price alone.

All proposals will be reviewed by the City to determine if they contain the minimum essential requirements outlined in the RFP, including instructions governing submission and compliance with standard City requirements. Those proposals deemed non-

responsive will be disqualified without further evaluation, and the proposer will be immediately informed.

Evaluation of the proposals will be based on the qualifications-based selection process in which the evaluation of proposals will not be limited to price alone. Each proposal shall be scored on a 100-point scale and will be evaluated based on the following criteria:

A. Firm's Qualifications (30 Points)

- Demonstrated capability on similar recent projects
- Management, experience and organization capabilities
- References

B. Project Understanding and Approach (30 Points)

- Demonstrated knowledge of the project and identification of potential issues
- Clearly stated methodology for accomplishing the study
- Work plan for timely and efficient completion of the project

C. Price (30 Points)

D. Local Pasadena Business Preference (5 Points)

The City of Pasadena has historically required that the qualifications-based selection process for City contracts include a 5% local preference rating criteria and encourages local employment practices.

E. Small and Micro-Business Preference (5 Points)

Small and micro-business preference. Proposers that have been certified by the State of California as a small or micro-business shall receive a 5% preference.

Comment [n8]: If these services are primarily engineering or architectural, then price cannot be a factor in selecting the "most qualified." A sealed price proposal would be provided and then you would proceed to attempt to negotiate a price "fair and reasonable to the City" with the most qualified. Failing that, you would move to the second...

5. CONTENTS OF PROPOSAL

Proposals must include but need not be limited to the following information.

5.1 Experience of Firm

Provide information about the experience of the firm and how long it has been in business. The proposal shall include at least three recent projects of similar size and scope to the one described in this RFP.

5.2 Team Organization

Provide an organization chart showing key members of the contractor project team. Provide the names and functions of key project staff that will be assigned to perform the work, including the project manager, task/discipline leaders and other key staff that will be assigned to the project. Include experience and qualifications of key team members. Also include the name and contact information of the person authorized to represent the firm in the RFP process.

5.3 References

Provide a list of at least three clients, including contact information, for which similar or comparable services to those described in this RFP were performed within the past five years.

5.4 Project Understanding and Approach

Describe the methodology that will be used to accomplish the project scope of work in a timely and efficient manner. Identify and briefly discuss key issues specific to this project that are considered critical to completing the project on schedule and within budget. Discuss how the key issues will be managed.

5.5 Work Plan/Schedule

The contractor's plan for successful and timely completion of the project is critical. The proposal shall include a detailed work plan and schedule as well as a description of tasks, subtasks and deliverables that will be provided by the contractor.

5.6 Price

Include a complete and detailed listing of the proposal cost. At a minimum, this shall include an itemized account of all management/personnel rates and fees which will be directly or indirectly charged to the City; an itemized summary of all anticipated expenses; an itemized summary of all costs which will be paid by the contractor exclusively; an itemized summary of all costs which will be paid by the contractor but directly or indirectly charged to the City; an itemized summary of all costs which will be paid by the City exclusively; and a detailed summary of hourly pay rates for personnel assigned to this project.

The relationship between direct labor charges and overhead charges will be a factor in the City's review of price information.

5.7 Local Pasadena Business Preference

The City is committed to promoting the economic health and well being of its residents. Indicate if the firm's headquarters are located in the City of Pasadena and if the firm agrees to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions which result from the performance of this

contract.

5.8 Small and Micro-Business Preference

Evidence of certification from the State of California as a small or micro-business, if claiming such preference.

(-)Each proposer must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless proposer has an approved form on file with the City. Form AA-2 is required to be submitted for projects involving labor or services in excess of \$25,000. Form AA-3 is Optional. (Copies attached)

(-) A completed and signed "Affidavit of Non-Collusion." (Copy attached)

(-) Evidence of certification by State of California as a small or micro-business, if claiming such preference - <http://www.pd.dgs.ca.gov/smbus/sbcert.htm>

(-) Disclosure pursuant to the City of Pasadena Taxpayer Protection Amendment of 2000, Pasadena City Charter, Charter, Article XVII

If your proposal does not include all of the above items, it may be deemed non-responsive. ____ () copies of the proposal shall be submitted as described in Section 1 of this RFP.

6. **PASADENA LIVING WAGE ORDINANCE.** This contract is subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The Ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000:

- ◆ Pay no less than ten dollars and fourteen cents (\$10.14) per hour plus medical benefits of no less than one dollar and seventy-four cents (\$1.74) per hour, or eleven dollars and eighty-eight cents (\$11.88) per hour without medical benefits to all employees who spend any of their time providing labor or delivering services to the City of Pasadena. Additionally, in January 2010 and each January thereafter the Living Wage rate shall be adjusted by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, for the most recently available 12 month period. Accordingly, current City contractors will be required to adjust wage rates no later than July 1st, to remain in compliance.
- ◆ Notify employees who spend any of their time providing labor or delivering services to the City of Pasadena who make less than twelve dollars (\$12) per hour of their possible right to the federal Earned Income Tax Credit (EITC) under § 32 of the Internal Revenue Code of 1954, 26 U.S.C. § 32, and making available to such employees forms required to secure advance EITC payments.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

On August 4, 2008, the Pasadena City Council amended the Living Wage Ordinance such that the provisions of the Living Wage Ordinance may be waived in a bona fide collective bargaining agreement, but only if the waiver is explicitly set forth in clear and unambiguous terms. If this provision applies, you must provide a copy of the collective bargaining agreement to the City.

Failure to comply with the provisions of the Pasadena Living Wage Ordinance is grounds for termination of the Contract and a basis for penalties stated in Pasadena Municipal Code Chapter 4.11. Questions concerning the Pasadena Living Wage Ordinance should be directed to the Purchasing Division 626.744.6755.

7. LOCAL PREFERENCE

The City of Pasadena is committed to promoting the economic health and well being of its residents. To this end, Contractor agrees to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions which result from the performance of this Contract and which are performed within the City.

- The Contractor will be required to make good-faith effort to hire Pasadena residents for all new hires, including subcontractor new hires.
- A good-faith effort will include requests to unions or community organizations designated by City to provide a list of qualified Pasadena residents. If qualified candidates available, Contractor will conduct interviews with assistance of City and union/community organizations.
- Residents are individuals who are, and have been one year prior to the effective date of the contract, residents of the City of Pasadena.
- Submission to the City of documentation of requests and interviews will constitute proof of a good-faith effort.
- Interviews of Pasadena residents, if conducted, shall be completed and documentation submitted to the City prior to commencement of Contract work.

8. CERTIFICATE OF INSURANCE

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the City's award of the contract. A copy of the City standard has been attached.

9. STANDARD TERMS AND CONDITIONS

Prior to the award of any work hereunder, city and contractor shall enter into the written

contract attached hereto as exhibit “d”. Proposers responding to this RFP are strongly advised to review all the terms and conditions of the contract.

10. EQUAL OPPORTUNITY CONTRACTING

Policy - The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance – To the extent permitted by law, Contractor expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful bidder may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Pasadena's Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing & Payables Division 626.744.6755.

11. DEFINITIONS

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; or any of their properly authorized assistants; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

12. INSTRUCTIONS AND QUESTIONS

Questions regarding this Request for Proposals should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFP.

13. ADDENDA

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this Request for Proposals, he/she may submit to the City representative(s) identified in Section 2, above, a written request for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in Section 2, above. Copies of such addenda will be mailed or delivered to those persons who have received a set of specifications.

14. PROOF OF AUTHORITY

If the proposer is a corporation, formal proof of the authority of the officer signing the bidder's proposal to bind the corporation must be submitted with said proposal. A copy of the corporate resolution or minutes can be adequate proof. A simple letter is not sufficient.

15. WITHDRAWAL OF PROPOSAL

Any bidder may withdraw its proposal, either personally or by telegraphic or written request at any time prior to the time set for the opening of proposals.

16. FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal for at least four months after date for opening proposals.

17. RESERVATIONS

The City reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

18. AFFIDAVIT OF NON-COLLUSION

Each proposer shall submit a single copy of the Affidavit of Non-collusion included herein (Exhibit B, hereto, entitled "Affidavit of Non-Collusion by Contractor").

19. DOCUMENTS TO BE CONSTRUED TOGETHER

The Request for Proposals, the Proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together as one document.

20. ERRORS AND OMISSIONS

Proposer and/or the Contractor shall not be allowed to take advantage of any errors in or omissions from in the Request For Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

21. RFP NOT CONTRACTUAL

Nothing contained in this Request for Proposals shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP.

22. PATENT FEES; PATENT, COPYRIGHT, TRADE SECRET AND TRADEMARK FEES

Each proposer shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

23. TAXES

Price bid shall include all federal, state, local and other taxes.

24. TAXPAYER PROTECTION AMENDMENT

Under the provisions of the City of Pasadena Taxpayer Protection Amendment of 2000 ("Taxpayer Protection Act"), the Contractor will be considered a "recipient of a public benefit." The full provisions of the Taxpayer Protection Act are set forth in Pasadena City Charter, Article XVII. Under the Taxpayer Protection Act, City public officials who approve this Contract are prohibited from receiving gifts, campaign contributions or employment from Contractor for a specified time. This prohibition extends to individuals and entities that are specified and identified in the Taxpayer Protection Act and includes Contractor and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor. Contractor understands and agrees that: (A) Contractor is aware of the Taxpayer Protection Act; (B) Contractor will complete and return the forms provided by the City in order to identify all of the recipients of a public benefit specified in the Taxpayer Protection Act; and (C) Contractor will not make any prohibited gift, campaign contribution or offer of employment to any public official who approved this Contract.

EXHIBIT A

Equal Opportunity Contracting Forms

EXHIBIT B

Affidavit of Non-Collusion by Contractor

EXHIBIT C

Living Wage Certification

EXHIBIT D

Standard Contract

EXHIBIT E

Taxpayer Disclosure Form