



CITY OF CORONADO

Request for Qualifications

for

As-Needed Professional Construction Management Services

November 20, 2019

1. Introduction

The City of Coronado's Public Services and Engineering Department intends to retain one or more qualified Construction Management firms with expertise in all phases of the construction of public facilities and infrastructure to be available on an "as-needed" basis. The department requests that interested firms submit qualifications for providing the City with on-call construction management services.

The City will enter into a Professional Services contract with one (or more) Construction Management firms on a project-by-project basis, based on an agreed-upon specific scope of services and fees.

This Request for Qualifications (RFQ) identifies the submission requirements and process that the City will use to select one or more firms for its Construction Management support needs.

2. Background

The City of Coronado is a built-out city which measures 7.4 square miles and contains over 40 miles of public streets, 45 miles of sanitary sewer mains, 6 miles of storm sewer, 18 pump stations, 8 miles of dedicated bike path, 25 facilities and 18 public parks. Annually, an average of 45 capital improvement projects are identified to maintain these facilities and infrastructure. The Public Services and Engineering Department is seeking the services of a qualified Construction Management firm(s) to assist with managing projects on an as-needed basis.

3. Scope of Services

Services will be identified on a project-specific basis depending on the needs of the City. Services may include, but are not limited to, construction project design review and evaluation, cost estimating services, value engineering, construction inspection, bid evaluation, project scheduling and analysis, cost-benefit analyses, constructability reviews, project reports, peer reviews, claims analysis and negotiation, and general Construction Management and administration of a construction project. It is anticipated that Construction Management Services will be needed for a variety of City related projects. These include, but are not limited to, Street Improvements/Repair, Storm Water/Wastewater Infrastructure, or Engineering-related projects, as well as Public Facilities Improvements/Repairs, Architectural-related projects, or projects such as Streetscapes or Park Improvements, which involve both Engineering and Architectural expertise. Qualified candidates with expertise and demonstrated capacity in the areas of civil engineering, architecture, mechanical engineering, plumbing, electrical, and structural engineering are desired.

Service Provider agrees to provide all necessary expertise and services to professionally and diligently prosecute the work authorized by Work Orders to be issued by the City. **Service Provider must be licensed as an Architect, Engineer, Certified Construction Manager, or General Contractor in the State of California in order to provide the services.**

The Service Provider shall:

- Contract for or employ at Service Provider's expense, subconsultants/ subcontractors to the extent deemed necessary for the work.

- Consult, as necessary, with normal and customary employees, agencies, and/or representatives of the City regarding the work for each Work Order.
- Attend meetings with the City, other professionals employed by the City, and local and regional agencies as needed and directed to perform the work.
- Cooperate with other professionals employed by the City for related work.
- Review site surveys, available site-related literature, and previously prepared project reports furnished to Service Provider or obtained by Service Provider pursuant to this Agreement and advise City staff by written report or memo whether such data are sufficient for purposes of design and/or construction, or whether additional data are necessary.
- Abide by all regulations imposed by funding sources, such as auditing requirements and payroll certifications.
- Provide a professional level of review of all deliverables to assure quality, technical accuracy, and coordination of all work and documents furnished by Service Provider as identified by the City in Work Order or Agreement. Service Provider shall, without additional compensation, correct or revise any errors in its work or documents.
- Other duties, as directed, to ensure the provision of quality Construction Management services.

Provision of the Work:

Work shall be provided in accordance with Work Orders to be issued by the City under the Agreement resulting from this procurement, and shall be subject to the provisions of the Agreement accompanying this RFQ, including any additional provisions specified in the Work Orders with regard to schedule, key personnel, and subcontractors/subconsultants.

Compensation:

The method of compensation will vary on a Work Order by Work Order basis, and compensation may be based on a Time and Materials Not-to-Exceed or Fixed-Price basis, and will be subject to all of the provisions of the Agreement.

To demonstrate experience, consulting firms are being asked to submit a Statement of Qualifications (SOQ) along with a completed U. S. General Services Administration Standard Form 330.

4. Submittals

Four (4) copies of the SOQ must be received by **3:00 p.m. on Friday, December 20, 2019**. Late or faxed submittals will not be accepted.

Submit SOQ to:

City of Coronado
 Public Services and Engineering Department
 1825 Strand Way
 Coronado, California 92118

Please submit all questions and requests for clarification in writing to procurement@coronado.ca.us before 2 pm on Monday, December 2, 2019. Responses will be posted by close of business day on Friday, December 13, 2019.

5. RFQ Purpose and Timeline

The purpose of this RFQ is to solicit qualifications from professional services firms for Construction Management services for a variety of projects on an “as-needed” basis. The Public Services and Engineering Department intends to:

1. Review the RFQ submissions.
2. Develop a short list of qualified firms.
3. Conduct interviews with qualified firms, if deemed necessary, at the City’s sole discretion.
4. Enter into exclusive negotiations for a period of time not to exceed thirty (30) days to develop and execute an as-needed Construction Management professional services agreement.

Based on the review and ranking process of the RFQ responses, the City will select one or more firms with whom to enter into an as-needed Construction Management services agreement with the City. Provided below is the conceptual timeline for the RFQ process:

Date	Milestone
November 20, 2019	RFQ Issued
December 2, 2019	Requests for Clarifications/Questions due by close of business
December 13, 2019	Responses to Questions Posted
December 20, 2019	Qualifications Submission Deadline
December 23, 2019	Qualifications Review Completion by City
January 7, 2020	Tentative City Council Authorization to Award As-Needed Contract(s)

6. Minimum Qualifications

The City is seeking one or more Construction Management consultants that have, at a minimum, one licensed Engineer, Architect, Certified Construction Manager, or Project Manager and the professional qualifications and demonstrated experience successfully performing the various types of Construction Management activities described in the Scope of Services section.

The Construction Management firm must also be able to provide and maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance from an insurance company authorized to do business in the State of California in an insurable amount of not less than one million dollars (\$1,000,000) for each occurrence. For professional liability insurance, the policy shall be on a claims made and in the aggregate basis. The City shall be named as an additional insured on the required general liability and automobile liability policies.

7. Submission Requirements

In order to be considered responsive to this RFQ, Construction Management firms shall submit four (4) signed copies of the following information in bound document form, one (1) unbound copy suitable for reproduction, and a completed electronic copy in Microsoft Word and PDF formats. THE HARD COPY MUST BE IDENTICAL TO THE ELECTRONIC COPIES:

- 1) Cover Letter
- 2) Cover Sheet (Attachment A)
- 3) References (Attachment B)
- 4) U. S. General Services Administration Standard Form 330
- 5) Firm's Capabilities: This relates to the firm's capabilities to provide Construction Management services for various types of projects within the City of Coronado. This section should demonstrate the firm's capabilities for the variety of anticipated work as described in the Scope of Services section, as well as specific certifications and/or accreditations that pertain to Construction Management services.
- 6) Firm Organization: This relates to the key personnel that will be assigned to Coronado's projects. The "Principal in Charge" should be identified as a one-person contact for all on-going projects. The "Principal in Charge" shall remain the point of contact for the duration of the contract. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be clearly indicated separately from the firm's total staffing.

In a separate, sealed envelope, marked "Rate Sheet," the respondent shall include the following:

- 7) Rate Sheet: Respondents are required to provide billing rates for various positions that may be utilized for services requested by the City of Coronado. Rate sheets shall be submitted in a sealed envelope as a part of this Request for Qualifications. It is the intent of the selection process to examine the demonstrated competence and professional qualifications of the Respondents. The rate sheet is intended to assist the selection committee in gauging a fair and equitable fee for the services requested. The City may, at its option, negotiate and modify the scope of services with the selected firm and negotiate fee adjustments, as the City deems appropriate. The rate sheet shall also include the standard mark-up rates for the use of subcontractors/subconsultants and allowable reimbursable expenses. **Qualifications that do not include the required rate sheet may be rejected at the option of the City.**

The City shall create a Selection Committee consisting of City staff members. The Selection Committee will review and analyze all responses, contact references, complete interviews as necessary, and select the most qualified Construction Management consultant(s).

The City reserves the right to reject any or all responses, to waive any informality in the specifications or RFQ process, or to cancel in whole or in part the Request for Qualifications if it is in the best interest of the City to do so.

By submitting a response to this RFQ, the prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ. Acceptance of any statement submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for Construction Management services. This RFQ does not commit the City to pay any costs incurred in the preparation of a response to contract for services. All responses to this RFQ shall become the property of the City.

9. Consultant Selection Criteria

The City has the sole authority in its sole discretion to select the preferred Construction Management firm(s) and reserves the right to reject proposals based on information submitted and from interviews, investigation of previous and current projects, financial capability, and other pertinent factors. In addition, the City reserves the right to approve or reject all subconsultants and/or team members proposed to be retained by the principal consultant.

The proposals will be evaluated based on the consultants’ response to this RFQ and on the following criteria. Each submittal shall be judged as to the consultant’s capabilities and experience to perform general Construction Management services. Selection will be based on a 100-point criteria as follows:

ITEM	POINTS	SELECTION CRITERIA (100 points maximum)
1.	20	<p><u>Professional Experience of the Firm:</u> Demonstrated experience of the firm in relation to the scope of work, and quality of service provided to customers in the past. Familiarity with the City of Coronado’s codes, regulations, procedures, and infrastructure will be considered added value.</p>
2.	20	<p><u>Professional Expertise of Personnel:</u> Demonstrated expertise of key personnel in relation to the services required.</p>
3.	10	<p><u>Continuity of firm’s proposed staff and supportive information that demonstrates its capabilities to best meet the needs of the City of Coronado:</u> Demonstrated ability to provide adequate staffing, inclusive of subconsultants, to provide quality services and unique qualities that allow the respondent to meet the needs of the city.</p>
4.	20	<p><u>Availability of Resources:</u> Ability of the Service Provider to provide staff, resources (emphasis on local staffing), and management and reporting systems necessary to provide services described in this RFQ.</p>

5.	20	<p><u>Accuracy of Cost Estimating:</u> Demonstrated results of accurate cost estimates. To demonstrate accuracy of cost estimating from schematics through construction, submit recent history of your design and construction cost estimates (10 minimum) compared to actual bid results of those projects. Service Providers will be judged on the volume, breadth, and estimate accuracy of submitted data.</p>
6.	10	<p><u>Quality Assurance/Quality Control Plan:</u> Demonstrated results of Service Provider’s QA/QC Plan. Describe your Quality Assurance/Quality Control Plan and cite examples of successful implementation of the plan.</p>

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms will be short-listed and may be invited to an interview if deemed necessary by the evaluation committee. Based on the submittals and possible interviews, a primary “as-needed” consultant will be recommended to the City Council for a Professional Services Contract. Upon Council approval, the contract will be awarded. Should the City and the selected Consultant be unable to agree on contract terms, the award of the contract will be offered to the second ranking firm, and so forth, as necessary.

The second and third ranking consultants may also be called upon to Construction Management services in event that the primary “as-needed” consultant does not have the experience, time, or resources to provide the needed services. The City may retain more than one as-needed Construction Management firms and divide up the work, as determined to be in the best interest of the City.

Notwithstanding a recommendation of the Selection Committee, the City retains the sole right to exercise its judgment concerning the selection of a consultant and the terms of any resultant agreement. The City is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

All responses to this RFQ become property of Coronado and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act (Cal. Govt. Code Sections 6250 et seq. Therefore, unless the information is exempt from disclosure by law, the content of any submittal, request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the City of Coronado and any Respondent regarding the procurement, shall be available to the public.

10. Contract Duration

The consultant(s) selected will serve as the City’s primary “as-needed” Construction Management provider for a period of three (3) years from contract execution. The City reserves the right to terminate the contract when it is determined it is in the best interest of the City. The City may also elect to renew the contract on an annual basis, but not exceeding a total contract duration of five (5) consecutive years.

11. Submission Deadline

To be considered for selection, qualifications in the form specified in this RFQ document must be submitted to the City Clerk's Office, 1825 Strand Way, Coronado, California, by **3:00 p.m. on Friday, December 20, 2019**. All submittals must be sealed and marked "REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES." Qualifications received after 3:00 p.m. on December 20, 2019, will not be considered.

12. Conflict of Interest

The consultant must comply with the requirements of all applicable federal, state, and local conflict of interest laws affecting the City. They include, but are not limited to: Government Code Section 1090, et. seq.; Government Code Section 87100, et. seq.; Health and Safety Code Section 34281; the federal conflict provisions including those set forth in 24 CFR Part 85. In addition, the consultant may be required to comply with all additional conflict of interest provisions related to the City of Coronado, if and when applicable. This is not a comprehensive statement of all potentially applicable conflict of interest provisions. Any prospective consultant with a conflict of interest, real or apparent, will not be considered.

ATTACHMENT B

CITY OF CORONADO

RFQ for As-Needed Construction Management Services

REFERENCES

Provide at least three references with telephone numbers:

Reference: #1 _____
Phone Number

Representing

Project Title:

Description: _____

Reference: #2 _____
Phone Number

Representing

Project Title:

Description: _____

Reference: #3 _____
Phone Number

Representing

Project Title:

Description: _____

