



**CITY OF GRASS VALLEY
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**REQUEST FOR QUALIFICATIONS AND
REQUESTS FOR PROPOSALS FOR
DESIGN-BUILD SERVICES**

FOR

**DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT
PROJECT NO. 21-12**

DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT
PROJECT NO. 21-12



Issued by:

A handwritten signature in blue ink, appearing to read "Bjorn P. Jones", written over a horizontal line.

Bjorn P. Jones, PE

Assistant City Engineer

A handwritten date "12/8/21" in blue ink, written over a horizontal line.

Date

The following items are included in this RFQ/RFP packet:

I. GENERAL INFORMATION 1

II. PROJECT OVERVIEW / GENERAL INFORMATION4

III. PROCUREMENT INFORMATION 10

IV. SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA 12

V. EVALUATION AND RANKING PROPOSALS..... 19

VI. SELECTION PROCEDURE21

VII. TERMS AND CONDITIONS22

EXHIBITS

- EXHIBIT 1 – CONCEPTUAL PROJECT PLANS
- EXHIBIT 2 – PROJECT RENDERINGS
- EXHIBIT 3 – PROJECT COMPONENTS
- EXHIBIT 4 – FISCAL RECOVERY GRANT FUND TERMS AND CONDITIONS
- EXHIBIT 5 – CITY OF GRASS VALLEY DESIGN BUILD CONTRACT
- EXHIBIT 6 – SPECIAL PROVISIONS
- EXHIBIT 7 – ACKNOWLEDGMENTS AND QUALIFICATIONS FOR DESIGN BUILD SERVICES
- EXHIBIT 8 – PROPOSAL AND BIDDER’S CERTIFICATES FOR DESIGN BUILD SERVICES

CITY OF GRASS VALLEY
DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT
PROJECT NO. 21-12
DESIGN-BUILD PROJECT RFQ AND RFP

I. GENERAL INFORMATION

A. GENERAL

The City of Grass Valley (City) is requesting sealed Statements of Qualifications (SOQ's) and Proposals (collectively referenced herein as "Proposal") from qualified Design-Build Teams interested in providing professional engineering and construction services for the City's DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT. The project will consist of finalizing the design and enacting improvements to transform Mill Street from Neal to West Main Street to create a town square atmosphere, improving accessibility and pedestrian friendliness, and encouraging use of the right of way for dining and entertainment.

All proposals must be received by the City of Grass Valley Engineering Division prior to 3:30 p.m. local time February 8, 2022 at the City Hall. Proposals received after said time will not be considered. To guard against premature opening, each proposal shall be submitted in a sealed package plainly marked as described below.

B. PREPROPOSAL CONFERENCE

An optional pre-proposal conference will be held beginning at City Hall, located at 125 East Main Street in Grass Valley, CA on January 6, 2022 at 11:00 AM. The pre-proposal conference shall explore the project site and field questions related to the construction plans, methods, and specifications. City Staff will be present to answer questions regarding the Proposal. Pertinent information discussed at the meeting, answers to questions received and any bid document updates emerging from meeting dialogues will be distributed through addendum. There will be no job walks or conferences given at any other time than the time specified above.

C. PROPOSAL SUBMISSION AND DEADLINE

Proposals shall be submitted with all documents required and properly signed by the Proposer. Proposals shall be delivered plainly marked, as follows:

CITY OF GRASS VALLEY – DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT
DESIGN-BUILD SERVICES STATEMENT OF QUALIFICATIONS AND PROPOSAL
DESIGN-BUILD TEAM'S NAME
DESIGN-BUILD TEAM'S ADDRESS
DESIGN-BUILD TEAM'S PRIMARY CONTACT PERSON, PHONE NUMBER, & EMAIL ADDRESS

The proposer's cost of services shall be submitted in a separate sealed envelope, with the firm's name and address along with the following title: Proposal and Bidder's Certificates. A schedule of values must be included with the overall project cost as directed elsewhere in this RFQ/RFP.

Proposals may be mailed, or hand delivered to:

**Grass Valley City Hall
Attn: Engineering Division
City of Grass Valley
125 East Main Street, Grass Valley, CA 95945**

Each Proposer shall carefully examine each term of this Request for Proposals; and each Proposer shall judge all the circumstances and conditions affecting his/her proposal. Failure on the part of any Proposer to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Proposer did not understand the conditions of this Request for Proposal. Any proposal received after the date and time specified above shall not be considered.

The Proposer shall comply with all federal, state or local laws which apply to the services and products herein specified.

Submitting firms must have the ability to provide the full-range of services, or to team with subcontractors necessary, to complete the design and construction phases of each component of the overall DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT described in this RFQ/RFP.

Proposers will submit **three (3) printed copies** of their technical proposal marked clearly as previously described; **one (1) printed copy** of the proposal and bidder's certificates, including cost of services breakdown (under sealed cover); and **one (1) electronic copy** of the entire proposal package (technical proposal and proposal documents), in fully searchable pdf format on a USB drive. Each proposal must contain the sections as detailed in this RFQ/RFP.

This solicitation for proposals does not commit the City of Grass Valley to enter into a Contract. The City of Grass Valley reserves the right to accept or reject any proposals, and to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals. It may accept the proposal that it considers to be in the interest of the City of Grass Valley, with or without negotiation.

The City reserves the right to waive any informality or minor irregularity when it is in the best interest of the City to do so, to negotiate for the modification of any proposal with mutual consent of the Proposer, to re-advertise for proposals if desired, and to accept the proposal which in the judgment of the City, even though it does not offer the lowest cost, is nevertheless deemed to offer the best value for the public and City. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be cause for rejection.

D. INQUIRIES / QUESTIONS

The proposer shall carefully examine this RFQ/RFP and any addenda that may be posted on the City's website: www.cityofgrassvalley.com.

The proposer shall seek clarification of any ambiguity, conflict, omission or other error in this RFQ/RFP, in writing. If the answer materially affects the RFQ/RFP, the information will be incorporated into an addendum and distributed to all Proposers via the City's website. All addenda will be numbered in sequence, dated as of the date of issue, and posted. It shall be the Proposer's responsibility to check the City's website to determine if any addenda have been posted prior to the submittal deadline.

No interpretations of the meaning of the RFQ/RFP proposal documents will be made orally. All questions concerning this project shall be provided in writing according to the following Procurement Schedule. All questions must be received by the City, in a manner described below.

Emailed:	To the attention of the Catharine Dykes, at: catharined@cityofgrassvalley.com
Mailed:	City of Grass Valley, Engineering Division Attn: Catharine Dykes, Project Manager

125 East Main Street,
Grass Valley, CA 95945

Questions may only be submitted to the City's Project Manager until 3:30 PM on January 21, 2022. All questions will be answered and posted to the website by January 26, 2022.

E. DBE GOOD FAITH EFFORT REQUIREMENTS

Bidders are urged to obtain DBE participation on this project, although there are no specific goals for DBE participation.

II. PROJECT OVERVIEW / GENERAL INFORMATION

A. CITY OF GRASS VALLEY

The City of Grass Valley (City) is seeking to transform Mill Street (from Neal to West Main Street) and portions of Main Street (from Church Street to Ricardson Street) to create a pedestrian friendly, town square atmosphere, allowing restaurants and retail businesses to expand operations into the city right of way. The design should enable flexibility for businesses by creating enticing public seating areas and unique outdoor entertainment and retail spaces. The proposed improvements should prioritize openness, with a cohesive ground plane that uses materials authentic to the historic character of Grass Valley and maintains visibility of the historic building frontage skyline.

Some of the significant project elements will include; improved accessibility through construction of a permeable brick paver system from sidewalk to sidewalk along the closed section of Mill Street; fire lane access through the closed portion of Mill St (minimum 15 feet wide), state of art sound system, underdrain system for storm drainage, delivery truck access, street light replacement, utility relocations, waterline replacement, irrigation, and public space enhancements including, steel planters, patio/parklet railings, brick/stone pavers, historic pole-mounted street lights, landscaping, and tree up lighting, amongst other items, as shown on the Conceptual plans for the project.

Construction activities for this project shall minimize the impact to stores/businesses and public by limiting construction activities to non-businesses hours for the vast majority of the project. This would also include keeping the existing paved sections of Mill Street open to the public and delivery vehicles during normal businesses hours whenever possible.

B. PROJECT FUNDING

The City has acquired federal grant funding from the American Rescue Plan Act (ARPA) to be used as the primary funding source for the project. Local City Water, General and Measure E funds will be used as supplemental funding as necessary. Due to ARPA being a federal program, the design-build services must comply with all applicable federal statues, regulations, and executive orders associated with the American Rescue Plan Act (ARPA). Specific federal requirements will be incorporated into the Design-Build Contract.

C. PROJECT OVERVIEW

Detailed project descriptions are included in the exhibits. This section provides a brief project overview.

The intent of this project is to provide the City with a means to offset the fiscal impacts of COVID-19 restrictions on businesses and restaurants in our downtown by providing a unique and appealing public space; attracting patrons through enhancing walkability, outdoor entertainment and dining opportunities and retail sales areas.

The City has identified three primary project components to be included within the overall DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT; The Mill Street streetscape improvements, The Main Street streetscape improvements, and the water line replacement work. The City will solicit Design-Build services for all portions of the improvements as individual project components that will be bid as one project and provided by one prime contractor.¹ The RFP will also include an additive bid item (Additive Bid Item A) consisting of the Reconstruction of the Intersection of West Main and Mill Streets. Individual project components and corresponding details are provided in exhibits of this RFQ package.

¹ Contractor and Design-Build team are used interchangeably in this document. The prime contractor will be the entity with which a contract is entered with the City.

PROJECT COMPONENT 1: Streetscape Improvements (Mill Street) – Design, survey/map, engineer, public/business coordination, and construct improvements to the portion of Mill Street between Neal and West Main Streets. These improvements shall include permeable brick paver surface between the sidewalks with any underdrain system, surface water drainage system, demo, concrete work, asphalt paving planters, street lights with gas lamp like fixtures, tree up lighting, irrigation system, all weather outdoor sound system with different zones for background music, special events, paging, and announcements, landscaping, string lights, security camera system, utilities conduits (electrical, fiber, irrigation controls, etc.), access controls (bollards or other automated system), street furniture (trash and recycling receptacles, tables, chairs, umbrellas with bases, etc.), decorative fencing, amongst other items detailed in the exhibits.

Project Objectives:

- Make the historic downtown more cohesive and connected
- Flexibility to support community events for all seasons (power outlets on street light poles, at grade stage areas with power and connection to the outdoor sound system, etc.)
- Maintain Business operations and special events during construction
- Minimize barriers to access so that Mill Street welcomes people of all ages and abilities
- Uniform brick ground plane
- Multifunctional lighting and poles
- Flexible patio areas
- Tree shaded public seating areas
- Provide a fire lane 15 feet minimum through Mill Street that can also be used for commercial delivery of products, parade route, amongst other uses.
- Provide landscaped planters with public seating options (i.e. stacked rock wall planters, raised weathered steel planters with built-in seat, etc.)

PROJECT COMPONENT 2: Streetscape Improvements (Main Street) – Design, survey/map, engineer, public/business coordination, and construct improvements to the portion of Main Street (East & West) between School and Bennett Streets. These improvements shall include demo, concrete work, asphalt paving, parklets for some businesses (including sidewalk modifications), new trees and tree wells, tree up lighting, replacing planters, replace street lights and poles with gas lamp like fixtures, irrigation system modifications, landscaping, street furniture (trash and recycling receptacles, tables, chairs, umbrellas with bases, etc.), parklet decorative fencing, slurry seal and restripe West Main Street from Church Street to Auburn Street, amongst other items detailed in the exhibits.

Project Objectives:

- Make Main Street more cohesive and connected to downtown
- Flexibility to support community events for all seasons (power outlets on street light poles, etc.)
- Minimize barriers to access for people of all ages and abilities
- Maintain Business operations and special events during construction
- Provide for more loading zones (people and deliveries)
- Multifunctional lighting and poles
- Flexible parklet areas

- Tree shaded areas
- Provide landscaped planters consistent with Mill Street (i.e. stacked rock wall planters, raised weathered steel planters, etc.)

PROJECT COMPONENT 3: Mill Street Waterline Replacement – Design, survey/map, engineer, public/business coordination, and construct improvements associated with replacing the waterline on Mill Street between Neal and West Main Streets. These improvements shall include all piping, valves, tees, service connections (piping between the waterline and the water meter), hydrant lines (up to and including the hydrant valves), trenching, backfill, and all other items required and/or detailed in the exhibits to replace the existing water line while maintaining pedestrian and vehicle access at all times.

Project Objectives:

- Provide safe drinking water
- Replace an old waterline with water facilities to City's current standards

PROJECT COMPONENT (ADDITIVE BID ITEM A):

Streetscape Improvements (Main/Mill Streets Intersection) – Additive Bid Item 1A: Design, survey/map, engineer, public/business coordination, and construct upgrades to the intersection of Mill and West Main Streets. This additive Bid item is limited to paved street reconstruction/vehicle travel way only. All other proposed improvements outside the travel way (i.e. planters, landscaping, irrigation, lighting, etc) would be included in Project Component 1, 2, and/or 3 respectively. The relocation of the clock, signs, street lights due to the proposed new cross walk would be included in the ADDITIVE BID Item A. Any crosswalk extension or associated improvements shall be included in this additive bid item. The scope of work demo of the travel way, installation of new traffic signage, asphalt paving, brick pavers, concrete work, detectable warning surfaces, amongst other items detailed in the exhibits.

The attached plans and exhibits provide further detail regarding the anticipated project components.

The work shall be accomplished in an order that will allow continued operation of all businesses and restaurants, vehicle (delivery and fire truck/emergency) access except for temporary, approved shutdowns. Night work should be considered for as much of the work as possible. Work schedules should be assumed to avoid impacts to businesses and events downtown.

1. Review the design examples and conceptual plans
2. Review existing site information
3. Upon award, determine and provide design schedule of work
4. Pothe existing utilities to confirm depths and as-built conditions
5. Complete Engineering, Surveying, Mapping, Design and documentation for review and approval of the City. Include project order of work, identifying coordination steps required for maintaining operation of businesses, restaurants, and existing facilities.
6. Submit design development and construction documents for review and approval at the 50%, 90% and final completion levels.
7. Deliver 50%, 90% and final design documentation stamped by a California Register Engineer for acceptance by the City.

8. Obtain, pay for, relocate, and/or construct any all necessary improvements required by permitting agencies, including but not limited to PG&E, AT&T, State of California, City of Grass Valley.
9. Schedule construction phases and scope of work to limit disturbance on downtown businesses and events.
10. Work with City staff to determine final location of planters, landscaping, site furniture, etc.
11. Design water line improvements, drainage improvements, and electrical and lighting systems using suitable engineering and most current standards necessary for modern and functional systems.
12. Secure work area and provide for continued access and operability to the public and businesses with close and continual coordination with city staff and businesses owners
13. Construct project improvements
14. Provide any operation and maintenance manuals
15. Provide start-up support
16. Provide complete signed and stamped as-built record drawings and specifications of all improvements.

D. PROJECT SCOPE

At a minimum the following tasks are anticipated to be included in the scope of work for the selected Design-Build Team:

1. Planning: The Design-Build team will coordinate efforts to obtain all necessary permits and documents required for construction (traffic control, environmental permitting, building permits, pedestrian control plans, utility, etc.) prior to commencing construction activities. The planning phase of the project will also include review of existing facilities, this effort will be coordinated with City staff.
2. Project Management: Develop and implement a project design management strategy in accordance with the standard specifications and industry standards of care. At a minimum, tasks will include:
 - a. Conduct a project team kick-off meeting
 - b. Conduct weekly construction meetings
 - c. Maintain a project design and construction schedule. The initial project schedule shall be prepared prior to the project team kick-off meeting and presented at that meeting
 - d. Identify timing and constructability issues and provide preliminary construction sequence
 - e. Provide progress reports
 - f. Develop a bid quantity and itemized costs for each of the individual project components, i.e. detailed schedule of values.
 - g. Prepare and distribute meeting agendas and minutes
 - h. Preparation of monthly billing statements
3. Design: The Design-Build team will produce design drawings and specifications required for construction of each project component. The specific requirements for design documents and submittals are included within each project information packet (see appendix); however, these packages only provide the framework for the project requirements. The Design-Build team shall also adhere to the industry standard of care for such public facilities, and provide specifications and details in addition to those presented in the attached project packages (exhibits) for a fully complete and operable final facility. The selected Team shall also produce As-Built documents that show all improvements, including drawings, specifications, operation and maintenance manuals, submittals and programming documentation with English language interpretations.

4. Permitting: The contractor will obtain any and all permits required for this project. The City will complete the environmental documentation for the project (CEQA).
5. Quality Assurance/Quality Control: Material/quality control inspection and testing will be provided by the Contractor. The Contractor will be required to re-do all work that does not meet the design intent identified in the approved design, specifications and drawings at no additional cost to the City, unless otherwise accepted by the City. The Contractor will be responsible for ensuring quality control of its crews and sub-contractors during construction.

The Design-Build team will include a special inspector as necessary to monitor and document all work progress and ensure construction compliance with approved plan and design documents. The inspector will submit all findings, daily reports, and documentation of the project progress and monitoring to the City, including early identification of any specific issues or compliance concerns to the City.

6. Construction Management: The Design-Build team shall identify timing and constructability issues to the City and provide a preliminary proposed construction sequence.
7. Construction: Construction and other required work for each individual project component will be performed by the Design-Build team.
8. Testing: Testing requirements for each project component are described within the individual project information exhibits. Tests will be the responsibility of the Contractor. All testing will be performed per the most recent, appropriate standards. The Design-Build team inspector will monitor all facility tests, and a minimum of three (3) days' notice will be provided to the City such that the City can arrange their own observation of the Contractor tests. Any test that effects the operation and maintenance of the Wastewater Treatment Plant must be approved in advance by the City.
9. Disposal/Recycling: Waste asphalt concrete pavement, Portland cement concrete and other debris and waste products produced during construction will be disposed of or recycled appropriately by the Contractor.
10. Start-up and Operator Training: The Contractor will be required to provide training for City personnel in the proper operation and maintenance of the equipment and systems installed under this contract. All costs for training will be the responsibility of the Contractor.

E. PROJECT BUDGET

The Guaranteed Maximum Price (GMP) Design-Build budget for this project will be \$4,200,000. The GMP shall include all design and construction costs, contingencies, indirect and reimbursable expenses, taxes and fees to complete the project. This is the limit of the available project funding for the Design-Build team.

F. FUNDING REQUIREMENTS

The Project, and the Design-Build Team, will be required to meet the requirements of all Project funding sources. Due to American Rescue Plan Act (ARPA) funds being used on this project, the design-build team will need to comply with specific federal requirements, which will be incorporated into the Design-Build Contract. This will include, but is not limited to, the following specific provisions of federal law:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, with limited exception.

2. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25.
3. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170.
4. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
5. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200.
6. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
7. Restrictions on Lobbying, 31 C.F.R. Part 21.
8. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
9. Generally applicable federal environmental laws and regulations.

G. SCHEDULE

The City desires to execute the Design-Build agreement by March 8, 2022. The goal is to have the design, permitting, and construction of the project completed by Fall 2022. Coordinating work activities to limit the impact of construction on restaurants/businesses/stores and public is a top priority.

See the next section for details on the procurement schedule.

H. REFERENCE DOCUMENTS

Reference documents are included in the attached exhibits, including the terms and conditions of the funding agreement, which the Proposer must adhere to.

III. PROCUREMENT INFORMATION

A. PROCUREMENT SCHEDULE

The procurement schedule for the Design-Build Services is as follows:

Task	Date
Issue Request for Qualifications (RFQ) & Proposals	December 7, 2021
Pre-Proposal Conference	11:00 AM January 6, 2022
Deadline for Questions and Clarifications	January 21, 2022
Responses and Addenda Posted	January 26, 2022
Statements of Qualification and Proposal Due	3:30 PM February 8, 2022
Interview Teams (Optional)	February 17, 2022 (Tentative)
Award of Contract	February 22, 2022 (Tentative)
City Issues Notice to Proceed (NTP)	March 8, 2022 (Tentative)
Project Kick-Off Meeting	Within 10 working days of NTP
Design Completion Period	Within 45 working days of NTP
Construction Completion	120 working days from NTP
Performance Guarantee Period	One Year from Final Acceptance

B. PROPOSAL DOCUMENT OWNERSHIP AND CONFIDENTIALITY

All submitted proposal documents will become the property of the City, and the City reserves the right to use proposal materials at its sole discretion. Proposal documents are subject to public inspection and disclosure under the California Public Records Act, except for any financial statements or proprietary information. You may mark information contained in the proposal you believe contains proprietary information. However, the City will make the final determination on whether any requested content to be withheld from public records is exempt.

C. CITY RIGHTS

The City reserves the right to:

- Terminate the RFQ/RFP process at any time
- Re-issue the RFQ/RFP if the City determines the SOQ/proposals received are non-responsive or the public interest is best served by reissuance
- Not conduct interviews for the shortlist process
- Modify the number of shortlisted teams
- Add or remove project components throughout the RFQ/RFP process

D. OVERVIEW OF THE PROJECT DELIVERY PROCESS

The City's procurement process for the Project will follow the steps listed below:

1. Request for Design-Build Team Qualifications (RFQ) and proposals (RFP)
2. SOQ and proposal review process
3. Firm interviews (optional)
4. Firm recommendation
5. In-person meetings and negotiations as necessary
6. Submittal of final price proposals
7. Recommendation to City Council for selection
8. Execution of design-build agreement

E. OBLIGATION TO KEEP PROJECT TEAM INTACT

The Design-Build Team shall make every effort to keep the Key Team Members identified in the Design-Build Team's proposal forms intact throughout the project procurement and execution process. If a Key Team Member changes at any time during the procurement process, the Design-Build Team shall submit a formal request to change the Key Team Member and provide qualifications of the new Key Team Member proposed. The City reserves the right to reject the proposed Key Team Member, and the City may disqualify a team from consideration if the Key Team Member change is determined to be not equal from the original team proposed.

F. SKILLED AND TRAINED WORKFORCE COMMITMENT

The Design-Build entity shall provide an enforceable commitment to the City that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeship occupation in the building and construction trades.

G. EXAMINATION REQUIREMENTS

Each Design-Build Team shall carefully examine the requirements of this RFQ/RFP. Each Design-Build Team shall meet all terms and conditions of the RFQ. By submitting a proposal, the Design-Build Team acknowledges acceptance of all provisions of the RFQ/RFP.

IV. SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

A. SOQ SUBMITTAL DEADLINE AND LOCATION

See RFQ/RFP Section I for submittal date and location requirements. SOQs received after the deadline will not be considered.

B. PROPOSAL ORGANIZATION

The Proposer shall provide information in accordance with the format requirements set forth in this section. Proposal information shall be provided in the following sections:

- Section 1: Acknowledgements and Qualifications
- Section 2: Technical Approach
- Section 3: Proposal

Proposers shall submit their Proposals in sealed boxes or envelopes. Sections 1 and 2 shall be combined into a single bound document. Section 3, Proposal, shall be submitted separately under sealed cover.

Supplemental Project-specific technical information such as design calculations, reference tables, and charts may be used to facilitate Proposal presentation. Supplemental information to each section of the Proposal may be bound with the associated section, bound separately or bound together with other supplemental information.

Narrative pages shall be 8-½ inches by 11 inches and shall be bound. The font shall be 12-point Times-New Roman or equivalent. Single line spacing is required for text. A clear and concise presentation of information is encouraged.

Proposals shall be in the English language and units of measurement shall be those used in the United States. Proposers shall incorporate graphics (e.g., diagrams and drawings) as necessary to clearly present their Proposals. Sales brochures are not desired unless directly related to the Proposal and referenced in the text. Audiovisual materials will not be accepted. The maximum number of pages that the Proposal shall contain is 50 (excluding attachments and exhibit forms).

C. PROPOSAL CONTENT

The Proposer shall provide the appropriate information in accordance with the content requirements set forth in the following Sections and exhibits, and with the format requirements set forth in this section. Proposers are advised that, if selected, information contained in portions of Proposal will be included in or integrated into the Contract.

All SOQ/RFP materials and exhibits shall be reviewed and adhered to in the preparation of the Proposal for the DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT; however, Exhibits 7 and 8, and the following material and format shall specifically be completed as the formal Statement of Qualifications and Proposal for submission to the City. Any exceptions to the contract or proposed scope of work must be explicitly stated and explained. The selected Proposer will be required to comply fully with the contract and its exhibits.

STATEMENT OF QUALIFICATIONS

Section 1 – Acknowledgements and Qualifications (including Exhibit 7)

- 1.1. Proposal Transmittal Letter
- 1.2. Design-Build Team Standard Questionnaire
- 1.3. Project Team Profile
- 1.4. Key Project Staff
- 1.5. Experience and Reference Projects

Section 2 – Technical Approach

- 2.1. Problem Statement/Scope of Work
- 2.2. Project Management and Partnering
- 2.3. Project Approach
- 2.4. Project Schedule
- 2.5. Drawings and Diagrams (optional)

PROPOSAL

Section 3 – Proposal (including Exhibit 8)

- 3.1. Proposal Forms and Bidders Certificates
- 3.2. Schedule of Values

D. SECTION 1: ACKNOWLEDGEMENTS AND QUALIFICATIONS

Each Proposer shall fully complete the forms and attachments in accordance with this section, which demonstrates to the City the Proposer's agreement to be bound by the requirements of the RFQ/RFP and demonstrates that the Proposer's technical experience and qualifications are suited to undertake the project.

SECTION 1.1. PROPOSAL TRANSMITTAL LETTER

One fully executed Proposal Transmittal Letter (See Exhibit 7, Section 1.1) shall be submitted from the Proposer, acknowledging, among other things, that the Proposer has completely reviewed and understands and agrees to be bound by the requirements of this RFQ/RFP.

The Proposal Transmittal Letter and all attachments thereto must be signed by a representative of the Proposer who is empowered to sign it and to commit the Proposer to the obligations contained in the Proposal. If the Proposer is a partnership, the Proposal shall be signed by one or more of the general partners. If the Proposer is a corporation, an authorized officer shall sign his or her name and indicate his or her title beneath the full corporate name. Anyone signing the Proposal as an agent must file with it legal evidence of his or her authority to execute such Proposal. The Proposal Transmittal Letter shall include the following attachments:

- Proposal Transmittal Letter Attachment 1 – California Licenses and Certificates or Registrations

The final Contract will incorporate the Proposal Transmittal Letter, attachments and other parts of the proposal as exhibits. The Engineer of Record must be given responsible charge for the engineering design work and shall be licensed in the State of California. Provide proof of [or a copy of] the current registration for all such professional engineer(s). Proposers shall confirm that each team member listed the attachment to the Proposal Transmittal Letter is appropriately licensed or registered in California to perform the Work. These licenses and certificates of registration shall also include, but not be limited to, the following:

- A copy of the State of California Professional Engineer Certificate of Registration for the responsible person in charge of the Work to be completed by the Engineer of Record.
- All California construction license numbers, classifications and expiration dates of the California contractor licenses held by the Proposer team's contractor.

SECTION 1.2. DESIGN BUILD TEAM STANDARD QUESTIONNAIRE

Proposers shall submit a fully completed Design Build Team Standard Questionnaire (See Exhibit 7, Section 1.2). The Questionnaire will be used to determine whether a Proposer meets the minimum qualifications necessary to be considered for award of the Contract.

SECTION 1.3. PROJECT TEAM PROFILE

A complete project team profile of the proposer's Design-Build team shall be submitted on the form, Project Team Profile, found in Exhibit 7. Proposers shall demonstrate their ability to undertake the Project by providing the technical experience and qualifications of the Proposer, its Significant Subcontractors, any additional team members with key experience related to the Project, and individual team members related to the design, construction, startup, and testing.

Proposers must provide a history of their Design-Build Team and its experience in designing and constructing public works projects similar to the DOWNTOWN STREETSCAPE IMPROVEMENTS PROJECT. If the proposing firm will be offering certain elements of the project through a subcontractor(s), sufficient information and data with respect to each subcontractor must be provided to demonstrate that it has the requisite experience to perform the function assigned by the Proposer. The city recognizes that because the design-build contract will be awarded prior to the completion of the design, it may be impractical for the design-build entity to list all subcontractors at the time of the award. Therefore, the following requirements will apply to subcontractors, licensed by the state, that are employed on the project:

1. Proposers shall specify the construction trades or types of subcontractors that may be named as members of the design-build entity at the time of award. In selecting the trades that may be identified as members of the design-build entity, the design-build entity shall identify the trades deemed essential in the design considerations of the project.
2. All subcontracts not listed by the design-build entity at the time of award shall be performed and awarded by the design-build entity in accordance with a bidding process set forth in the design-build agreement.
3. In a contract between the successful Proposer and a subcontractor, and in a contract and any subcontractor thereunder, the percentage of the retention proceeds withheld may not exceed the percentage specified in the contract between the city and the design-build entity. If the design-build entity provides written notice to any subcontractor who is not a member of the design-build entity, prior to or at the time that the bid is requested, that a bond may be required and the subcontractor subsequently is unable or refuses to furnish a bond to the design-build entity, then the design build entity may withhold retention proceeds in excess of the percentage specified in the contract between the city and the design-build entity from any payment made by the design-build entity to the subcontractor.

The Proposer shall provide its individual member and collective design and construction experience, as well as equivalent information for the septage and debris facilities.

The Proposal shall indicate the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party, and provide single-entity responsibility for the Project. If the Proposer is a partnership, joint venture, or consortium, all members of the Proposer shall be listed. A Project organization chart is required. The Proposal shall identify the portions of the Project that will be undertaken directly by the Proposer and what portions of the Project will be subcontracted and to which firms. At a minimum, the Proposal shall identify the parties that will undertake the responsibilities for design, obtaining construction-related permits, construction, testing, and project coordination.

The proposed contractual relationships between the Proposer and all major partners and Subcontractors (responsible for greater than 5 percent of the total project effort) relative to the various phases of the project (e.g., design, construction, etc.) shall be described in the Proposal, except as provided above. Suppliers of proprietary or specialty equipment which are expected to be significant to the Proposal should also be identified.

The history, ownership, organization, and background of the Proposer shall be provided. If the Proposer is a joint venture, the required information shall be submitted for each member of the joint venture firm. The Proposer shall describe the history of the relationships among the team members, including a description of past working relationships. If the Proposer or a joint venture member is a subsidiary of a parent company, the Proposer shall state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to the RFQ/RFP, the reasons for this action shall be fully disclosed.

SECTION 1.4. KEY PROJECT STAFF

A list of key project staff indicating name of individual, and their role shall be submitted on the form found in Exhibit 7.

Key project staff should include, but is not limited to: Project Manager, Project Superintendent, Construction Project Manager, Design Manager, and Engineer of Record

For each key team member, a resume should be attached (two single-sided pages maximum) showing the member's relevant experience and training necessary to support their role in the project.

SECTION 1.5. EXPERIENCE AND REFERENCE PROJECTS

The Proposer shall describe up to five of its most recently completed and relevant projects. In addition, the Proposer shall describe the General Contractor member's largest, or most similar, completed design-build projects within the last five years. The projects may be public or private, but preferably located within California. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Proposer team's specific involvement in these projects. Emphasis shall be on experience in communities similar to Grass Valley. In the projects presented, the Proposer must demonstrate qualifications and experience consistent with the development and implementation of the Project. Reference projects shall be submitted on the form, Reference Projects, found in Exhibit 7.

Names and references must be current and verifiable.

E. SECTION 2: TECHNICAL APPROACH

This section shall present the Proposer's understanding of the project, i.e. the problem and issues that the project will resolve, and outline the Proposer's approach to implementing the project, from project kick-off through design, construction and completion.

SECTION 2.1. PROBLEM STATEMENT / SCOPE OF WORK

This section shall present the proposer's understanding of the problem that the project aims to rectify and outline the proposer's understanding of the scope of work to be completed by the design build team. The benefits of using the Design Build approach should be addressed as well as the key project challenges.

SECTION 2.2. PROJECT MANAGEMENT / PARTNERING

This section shall describe the proposed project management approach to coordination of various tasks and services. In addition to tracking scope, schedule, budget and general administrative functions for the project, the project manager must facilitate developing the final designs with City input and approval. The project manager must also be prepared to coordinate the various implementation and construction work with City staff and facilities, which must remain in service throughout the project with only minor, pre-approved shutdowns.

It is of utmost importance to the City that it selects a competent and compatible business partner for implementation of the Project. The City desires that this business relationship be one of optimum mutual benefit to both parties and that it be conducted in a team partnership environment. The Proposer shall describe its process of assembling a qualified project team and for fostering a team partnership environment on this Project.

City review and participation is an essential part of the City's collaboration with the Design/Builder in the design, construction, testing and startup of the Project. The Proposer shall describe the partnering approach that will be used during various phases of the Project and describe the proposed degree and nature of involvement of City and Proposer staff.

Provide an organization chart showing key team members, respective lines of communication. Include subcontractors, specialty services, quality control staff, inspectors, and other staff to illustrate the full team and organizational structure. Separate, parallel sub-teams may be shown for the various subsets of work. However, all staff and sub-teams shall coordinate through an overall design build project manager for efficient coordination with the City.

SECTION 2.3. PROJECT APPROACH

This section shall present the Proposer's plan to implement the Project. The Proposal shall be in sufficient detail so that the City can ascertain the Proposer's ability to comply with the requirements of the Conceptual Documents. It is not the intent of this RFQ/RFP to require the Proposer to repeat detailed information in the Conceptual Documents. In general, the information provided shall be that which supplements or takes exception to the Conceptual Documents. The Proposer shall clearly describe the specifics of the Project. The following topics shall be addressed:

Design

- Description of the design firm(s) process of taking existing concepts to final design with City involvement.
- Description of design firm(s) involvement in construction, landscaping, testing and inspection.

- Sequencing and coordination of design, landscaping, construction, testing, and pedestrian movement through the work zones.
- Description of how the construction organizations will be integrated with the design organization during all phases of design in order to promote constructability, value engineering and efficiency of design and construction.
- Description on how business will remain open during construction.

Quality Management

- Overall quality approach
- Minimum staffing and resource commitment
- Understanding of design change process during construction
- Description of the Proposer's procedures to identify any potential causes of unacceptable design-build Work.
- Project Safety, including safety of Proposer's staff, and all others that may be present on or adjacent to the site, including the City, consultants, and the public.

SECTION 2.4. PROJECT SCHEDULE

The Proposer shall include a Project critical path method (CPM) schedule that presents the major activities necessary to implement the Work. The schedule should commence with the Notice to Proceed and extend to completion of the Work. The Proposer should indicate proposed task start and finish dates, key interim Milestones, and proposed City meeting dates. The proposed schedule shall include all proposed major activities for completing the Work, including ordering and delivery of equipment requiring long lead times, and shall identify the interrelationship between tasks, including the critical path.

Proposers shall identify the dates where receipt of permits are anticipated, if required. The Project schedule shall clearly identify the float in the schedule should the timeframe for obtaining permits extend beyond the Proposer's anticipated timetable for these tasks. Proposers shall also identify specific City responsibilities, anticipated City actions, and suggested City review periods during the design phase, consistent with the requirements of the Contract.

SECTION 2.5. DRAWINGS AND DIAGRAMS

Supplemental drawings or diagrams which help explain the technical approach to be followed by the proposer's team may optionally be included.

F. SECTION 3: PROPOSAL

Section 3 of the Proposal shall constitute the formal price proposal including all required bidder's certificates and a detailed estimated schedule of values.

SECTION 3.1: PROPOSAL AND BIDDERS CERTIFACTES

The Proposal forms and Bidders Certificates included in Exhibit 8 shall be completed and submitted with any required attachments; bidder's bond, notary's, etc.

Proposal forms include:

1. Design build team identification
2. Bid form
3. List of subcontractors
4. List of proposed substitutions
5. Equal employment opportunity certification

6. Public Contract Code forms
7. Non-collusion affidavit
8. Debarment and suspension certification
9. Non-Lobbying certification
10. Signature page
11. Bidder's bond

SECTION 3.2: SCHEDULE OF VALUES

A detailed schedule of values per the project exhibits is required, with quantities, unit prices and total values matching the Bid Items costs.

V. EVALUATION AND RANKING PROPOSALS

Following a general Proposal conformance and Minimum Qualifications screening, the Selection Committee will evaluate the Proposals in accordance with evaluation criteria set forth herein. The City, in its sole discretion, shall have the right to seek written clarifications from any of the Proposers in order to fully understand the nature of the submittals and evaluate the Proposers. The City shall have the sole and final authority to evaluate the submitted Proposals and to determine the ranking of Proposers.

Minimally qualified proposals (proposals with all required information and signatures) will be evaluated and may receive up to a maximum of 100 points. The maximum possible points for each evaluation criterion is set forth below in Table 1. The evaluation criteria are described in more detail below. The subcriteria are also described but are not necessarily listed in order of importance and are not necessarily of equal weight.

Table 1	
Evaluation Criteria	Points
Team Qualifications	30
Technical Approach	45
Price	25
Total	100

A. PROPOSER TEAM QUALIFICATIONS

Under these criteria, Proposers will be evaluated based upon their experience and qualifications in providing services similar to the proposed Work. The Proposer Qualifications criteria include the sub-criteria presented in Table 2.

TABLE 2 QUALIFICATIONS CRITERIA	
Subcriteria	Evaluation Factors
Team Structure, Management and Working History	Soundness of team and management structure Previous working relationships of the Proposer's team members, if any.
Experience and Past Performance	Design experience and past performance on similar projects. Construction experience and past performance on similar projects. Alternative contracting experience (Design-Build) and past performance on similar projects.
Key Project Staff Experience and Ability of Professional Personnel	Proposers shall be evaluated based on the strength of "key project staff" as well as the depth of experienced staff resources available within the Proposer structure, including: Design experience and past performance on similar projects Construction experience and past performance on similar projects. Landscaping experience and past performance on similar projects. Alternative contracting experience (Design-Build) and past performance on similar projects.

B. TECHNICAL APPROACH

The Technical approach will be evaluated on the Proposer's ability to meet the performance requirements and provide the Work described in the RFQ/RFP. The Technical Evaluation Criteria include the following sub criteria presented in Table 3.

TABLE 3 TECHNICAL APPROACH CRITERIA	
Subcriteria	Evaluation Factors
Business coordination and minimizing impacts	Soundness of the proposed business coordination approach including the ability to maintain business operations and public access during construction.
Project Implementation	The extent to which improvements are propose to be phased to minimize impacts on the public and businesses. Approach to coordinating the Design/Build Work with City, property owners, and businesses.
Design/Build	Technical soundness of construction activities, including quality control, and testing. Approach to quality control
Project Schedule	Demonstrated understanding of the activities and sequencing necessary to complete the Project.
Proposed Work Items	The overall impact of the Proposed Work Items on the reliability, schedule, operability, maintenance requirements, long-term costs and other factors will be considered

C. PRICE EVALUATION

The price used for the basis of evaluating Proposals will be the proposed Contract Price. The Proposer with the lowest Contract Price will receive 25 points. The other Proposers will receive a number of price points equal to the greater of:

Zero (0)

And

$$25 - [(CP - CPL) / CPL] * 35$$

where:

CP – Contract Price of Proposer

CPL – Lowest Contract Price of any Proposer

The number of price points will be rounded to the nearest tenth of a point.

D. TEAM INTERVIEWS (OPTIONAL)

The City, at its sole discretion, may conduct interviews of some or all of the proposal teams (shortlisted teams) to: 1) meet the team(s), 2) confirm or adjust scores based on clarification of the information provided in the written Proposals, and 3) in the case of a tie between shortlisted teams, select the best apparent team for the Project.

VI. SELECTION PROCEDURE

Responses to this RFQ/RFP will be reviewed by the City and City representatives. Evaluation of the proposals shall be a competitive selection, based on the basis of overall best value to the City and not on price alone. The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed in the previous sections and is not required to select the lowest monetary bidder.

It is understood that if the Proposer to whom any award is made fails to enter into a contract, the award may be made to the next best Proposer, who shall be bound to perform as if she/he received the award in the first instance.

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

All price bids in the proposal shall include federal, state, local and other taxes. Nothing contained in this RFQ/RFP shall create any contractual relationship between the proposing Proposer and the City. The City accepts no financial responsibility for costs incurred by any proposing Proposer regarding this RFP. All Proposers will receive notification indicating acceptance or rejection of their proposal.

Subcontractors are the responsibility of the selected Proposer and there will be no contractual relationship between the subcontractor and the City.

Submission of a proposal will be deemed a binding offer to enter into a contract on the terms contained therein for 90 days from the proposal opening.

VII. TERMS AND CONDITIONS

A. CONFLICT OF INTEREST

Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of the City of Grass Valley may not accept gratuities, entertainment, meals, or anything of value whatsoever from current or potential suppliers. The offer of such gratuity to any employee of the City shall be cause for declaring such supplier to be an irresponsible bidder and preventing him from bidding.

B. DBE REQUIREMENTS

Bidders are urged to obtain DBE participation on this project, although there are no specific goals for DBE participation.

C. SIGNED SUBMISSION OF PROPOSALS

The submission of proposals must be signed in longhand by the offeror with his/her usual signature. Submission of proposals by partnerships must be signed with the partnership name by the principal partner, followed by the signature and designation of partner signing; submission of proposals by corporations must be signed with legal name of corporation of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

D. ADDENDUM OF THE RFP

If it becomes necessary to revise any part of this RFQ/RFP, an addendum will be provided in writing to all offerors via the City's website. All addenda issued during the time of bidding will be incorporated into any resulting contract.

E. LATE SUBMISSION OF PROPOSALS

Any submission of proposals received after the due date and time specified in RFQ/RFP will not be considered.

F. WITHDRAWAL OF SUBMISSION OF PROPOSALS

Any service provider may withdraw his/her submission of proposals, either personally or by written or facsimile request at any time prior to the time set for the proposals' opening, provided that written confirmation of any facsimile withdrawal of the signature of the service provider is placed in the mail and postmarked prior to the time set for the opening thereof.

Negligence on the part of the service provider in preparing his/her submission of proposals confers no right of withdrawal or modification of his/her submission after such submission has been opened.

G. LETTERS OF OBJECTION

Any offeror believing that any part of the RFQ/RFP, including the specifications and/or the evaluation procedures, is discriminatory against the offeror or precludes the offeror from being given reasonable consideration in the evaluation process must submit a letter twenty (20) days prior to the scheduled opening date specified in the cover letter, to the City's Purchasing Manager clearly stating the specific objection and the areas of concern to the offeror and including proposed method for resolution of such objections. Offerors are cautioned that any such objections not timely raised in the manner specified herein shall not be considered. The City, upon timely receipt of any such letter of objection, shall consider the offeror's objection and, when in the opinion of the City, a modification of the RFQ/RFP shall service the best interest of the City; revisions to the RFQ/RFP, in the form of a written addendum shall be issued to all offerors.

H. PUBLIC INFORMATION

After the date specified for the opening of the RFQ/RFP, all materials received relative to this proposal will become public information and be available for inspection. The City reserves the right to retain all

proposals submitted, whether or not the proposal was selected or judged to be responsive.

I. SERVICE PROVIDER'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to this RFP are entirely the obligation of the service provider and shall not be chargeable in any manner to the City of Grass Valley.

J. PROPOSAL VALIDITY PERIOD

Submission of a proposal will signify the supplier's Agreement that his/her proposal is valid for at least ninety (90) days from the date of opening.

K. PERMITS & LICENSES

Proposer shall secure and maintain in force during the period covered by any contract resulting from this specification all licenses and permits required by law for the operation of their business, including a City of Grass Valley business license.

L. CONTRACT TERMS AND CONDITIONS

Proposer shall agree to all terms and conditions identified in the attached sample contract, including adherence to terms of indemnity, insurance and project bonding requirements.