



DEVELOPMENT SERVICES
ENGINEERING DIVISION
156 S. BROADWAY, SUITE 150
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engineering@turlock.ca.us

Date: 04/30/2021

City Project No.: 19-51

Addendum No.: 1

Plan holders:

In response to RFIs, the City has made changes to the RFP. Please remove and replace the existing RFP with the attached RFP.

If you have any questions, please call me at (209) 668-6021 or email at RJones@turlock.ca.us.

Sincerely,

Randall Jones
Associate Engineer



City of Turlock
Development Services Department
Engineering Division

Request for Proposals

**City Project No. 19-51
Columbia Pool Renovation
Request for Proposal
Engineering and Surveying Services**

The purpose of this Request for Qualifications is to obtain proposals from firms providing engineering and surveying services for construction plans for the Columbia Pool Renovation Project

Submit Proposals to:

City of Turlock
Development Services Department
Engineering Division

Attention: ~~Stephen Fremming, P.E.~~ Randall Jones, Associate Engineer
156 South Broadway, Suite 150
Turlock, CA 95380

Proposal Submission Deadline

Friday, May 7, 2021
4:00 p.m. PST

Questions with regard to submissions, process or proposals can be directed to:

~~Stephen Fremming, Principal Civil Engineer~~ Randall Jones, Associate Engineer

Development Services Department
Engineering Division

156 South Broadway, Suite 150
Turlock, CA 95380

(209) 668-5447-~~6021~~

sfremming@turlock.ca.us rjones@turlock.ca.us



DEVELOPMENT SERVICES ENGINEERING DIVISION

156 S. BROADWAY, SUITE 150 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5520 | FAX 209-668-5563

Introduction

The City of Turlock is accepting proposals from qualified firms to provide professional engineering and surveying services for the Columbia Pool Project. The City has prepared conceptual plans that will serve as the basis of the design intent. The City will enter into an agreement with the individuals or firms selected to provide these services. All interested parties are required to submit proposals in accordance with the conditions and dates outlined in this Request for Proposals (RFP).

Background

The City of Turlock owns and operates the Columbia swimming pool and splashpad. The pool was built in 1957 and has undergone minor renovations and facility updates since the 1990's. The splashpad was added to the park around 2010. A history of insufficient funding has led to the deterioration of Columbia pool and coupled with code changes / implementations the pool facility is out of operation. Both the Columbia pool and splashpad are located in Columbia Park in Southwest Turlock bound by the streets of High St., Columbia Ave. and Far St.

~~An analysis of the current facility was prepared to serve as the basis on the master plan efforts undertaken by the City. After the analysis was completed, the City opted to repair and renovate the existing pool for structural and code related deficiencies. The detailed report as well as options and probable estimates of cost are available in Attachment A. The City of Turlock hired Aquatic Design who utilized O'Dell Engineering as a subconsultant to perform a master plan analysis of the current facility. The master plan included a deficiency analysis of the facility. The facility is considered as the area shown below. Attachment A is to be used as a reference to state the known code deficiencies and aging equipment. The proforma budget estimates were presented as options to the Turlock City Council. The estimates are not to be used as a statement of work desired by the City. Attachment A states the document can be updated based on consultations with the City. However, the most current version has been provided for reference.~~



Statement of Work

The project scope is to renovate and rehabilitate the existing pool facility including pool, decking, equipment, splashpad, restroom and code related deficiencies. The City will provide the assessment titled “Columbia Park Master Plan” prepared for the City of Turlock by Aquatic Design Group in 2020. The selected design consultant will be required to provide plans and specifications that addresses the code related deficiencies stated in Section F “Code Violations” and the additional suggested improvements stated in Section G of Attachment A. The selected consultant will also be expected to make design recommendations to the City based on the information made available by Attachment A.

The City will request a project kick-off meeting when issuing the Notice to Proceed to begin the work. Kick-off meeting will be either in person or via a conference call. Project schedule and deliverables are detailed below.

1. Preliminary Design (30% Design Submittal)

Consultant shall have performed, at a minimum, the following items of work:

- Completed topography and boundary surveying;
- Reviewed existing utility maps and site conditions;
- Developed a preliminary design that addresses City Standards;

Deliverables:

One (1) hard copy plan set and an AutoCAD file submittal.

Schedule:

City and Consultant shall have a project meeting with submission on July 29, 2021.

2. Preliminary Design (60% Design Submittal)

Consultant shall have performed, at a minimum, the following items of work:

- Completed topography and boundary surveying;
- Reviewed existing utility maps and site conditions;
- Incorporated 30% design comments into new submittal;
- Developed a preliminary design that addresses City Standards;
 - Investigated any alternative options to City's application design.
- Present items or areas of concern to City's attention such as:
 - Drainage, potential utility conflicts or coordination, elevation conflicts, ADA conflicts, etc;
- Proposed Engineer's Estimate.
- Proposed equipment.
- Proposed corrections to code deficiencies.

Deliverables:

One (1) hard copy plan set and an AutoCAD file submittal.

Schedule:

City and Consultant shall have a project meeting with submission on August 19, 2021.

3. 90% Design Plans, Specifications, and Estimate

Consultant shall have performed, at a minimum, the following items of work:

- Incorporated 60% Design Submittal comments into plans;
- Drainage, potential utility conflicts or coordination addressed;
- City Standards addressed and implemented;
- Prepared complete detailed plans, standard and project details, technical specifications, bid item descriptions, and 90% engineer's cost estimate.

Deliverables:

One (1) hard copy plan set and an AutoCAD file submittal.

Schedule:

City and Consultant shall have a project meeting with submission on September 9, 2021.

4. Construction Ready Plans, Specifications, and Estimate

Consultant shall have performed the following items of work:

- Incorporated 90% Design Submittal comments into plans;
- Prepared complete detailed plans, standard and project details, technical specifications, bid item descriptions, and 100% engineer's cost estimate.

Deliverables:

Signed and stamped final plans and specifications. Three (3) hard copy plan sets and a digital copy of all files (AutoCAD, Word, Excel, etc.).

Schedule:

Consultant shall submit deliverables on September 23, 2021.

Assumptions

With City Council approval, a successful Consultant shall be awarded an agreement for engineering and surveying services for the specified project. At the discretion of the City, deliverables shall be provided to the City in the form of hard copies as well as electronic copies for all specifications, reports, and all documents, including but not limited to: plans, analysis and specifications, and any necessary technical data.

The City Engineer, or his designee, will be the main point of contact to facilitate the various services requested. The selected Consultant shall have or obtain a City of Turlock business license prior to performing any of the work listed in the Agreement.

The City will screen and evaluate proposals primarily on the basis of demonstrated professional expertise. The Consultant shall be chosen on the basis of the firm's demonstrated competence, abilities and overall professional qualifications. The City reserves the right to enter into agreements with multiple consultants.

Requests for Information (RFI) must be addressed in writing and directed to the contact person specified on the front page of this RFP. A RFI sent to any other contact person may be subject to delay or may not be received at all. Each RFI must be received at least (72) hours prior to the stated proposal submission deadline.

If the City determines that a response to an RFI is necessary for clarification, then a response will be issued in writing as an addendum for the benefit of all interested consultants. The City will not respond to an RFI received less than (72) hours prior to the proposal submission deadline, as this does not provide prospective consultants enough time to make modifications to their proposals. The City will not respond to an RFI with verbal clarification; all City responses to an RFI shall be in writing.

Information Requested

The City is seeking a qualified consultant that demonstrates extensive knowledge and experience in providing professional engineering and surveying services in aquatic facility renovations. Each proposal must contain a statement of qualifications that includes the following information:

1. General Information – Provide the name, address, and telephone number of the individual or firm, as well as the name of the person authorized to negotiate contract terms and make binding agreements. Include the professional qualifications necessary for completing the work. The professional qualifications necessary for completing the work refers to the staff members that will be working on the potential projects. Please provide a list of qualified professionals;
2. Background – Provide background and history of the company's consulting experience which specifically addresses the organization's knowledge and experience. Use of a resume attachment is acceptable;

3. Services and History— Provide a list of available services as well as a listing and description of work completed. The City is requesting the prospective consultant to provide a description of work for each available service. The description of work shall include previous completed work as well;
4. Response Time – Description of individual or firm’s resources that allow for a timely delivery of services, including the names and qualifications of the firm’s staff that will be working with the City of Turlock;
5. Fees – In a separately sealed envelope, provide a fee schedule. Each proposal shall provide hourly rates of staff. This information will not be used as a determining factor as to which firm we will enter into an agreement with. It will be used as a basis of compensation for the Retainer Agreement;
6. Public Agencies – Include narrative description of experience with public agencies, if any;
7. References – Provide three or more references that can supply information on the quality of the services provided by your firm during the past two years. In addition, include descriptions of three samples of work (i.e. projects) that contain, at a minimum: the name or title of the project, the location(s) of the project, the name of the contracting agency, the total project budget, and a brief project description. The City is not requesting copies of any deliverables provided as part of the previous work; rather, just a summary of the work performed. Copies of the actual deliverables may be provided, as long as they are included in an appendix. The three references may or may not be affiliated with the three samples of work provided.

Proposal Content

The City requires each Consultant to submit a proposal clearly addressing all of the requirements outlined in the RFP. The proposal shall be limited to 30 pages (not including a cover page) and must include a minimum of three recent or current client references, which include the address and telephone number of each reference. Resumes and a company qualification brochure may be added to the 30-page proposal, provided they are located in an Appendix at the back of the proposal. Material contained in appendices will not be used for evaluation purposes in the scoring of proposals. Though the Consultant may submit a proposal organized according to his preference, it must be clear and concise.

Should a consultant have concerns about meeting any requirements of this RFP they may include a clearly labeled subsection within an appendix with individual statements specifically identifying their concerns and exceptions. If no exceptions are stated the City shall assume the consultant understands all of the requirements of the RFP, including the professional services agreement, and takes no exceptions to them. The requirements and expectations stated within this RFP shall be included in the Agreement as an exhibit.

Method of Payment

Consultant shall complete and submit a Detailed Estimate in a separate sealed envelope. Consultant shall provide backup documentation for the Detailed Estimate that includes classifications, wage rates, and projected hours. The City shall make progress payments per the detailed estimate once the services have been completed. All costs will be paid on time and materials with a not-to-exceed amount.

The cost for preparing and submitting the Proposal is at the sole cost and expense of the Consultant. The City shall not be liable for any pre-contractual expenses incurred by the firms in preparation of their proposals. Consultant shall not include any such expenses or labor hours as part of the detailed estimate and/or fee breakdown. Pre-contractual expenses are defined as follows: a) preparing a proposal in response to this RFP; b) submitting that proposal to the City; and c) any and all expenses incurred by the Consultant prior to issuance of a NTP under this solicitation process.

Please review the included sample agreement (attachment B), paying special attention to the City's insurance requirements.

Proposal Submission

The consultant shall provide the information requested within the RFP. The consultant's proposal to this RFP consists of the consultant's response to the information requested. Proposals should provide a straight forward and concise presentation adequate to satisfy the requirements of this RFP. Consultants may attach relevant information and documentation not specifically requested.

The consultant shall hand-deliver or mail their proposal to the City at the address listed on the front page of the RFP so that the proposal is received no later than the date and time specified. This time and date is fixed and extensions will not be granted. The City does not recognize the U.S. Postal Service, its postmarks or any other organization as its agent for purposes of receiving proposals. All proposals received after the deadline will be rejected. Turlock City Hall is open to the public from 9AM to 4PM Monday through Friday. Proposals can be delivered to the security guard at the front desk.

The consultant shall provide two printed, bound copies of their proposal as well as one electronic copy (in PDF format) of their proposal on CD, DVD, or USB flash drive to be considered responsive. All materials submitted will become property of the City and returned only at the City's option.

Proposal Selection

Proposals will be reviewed by City staff and evaluated to determine which proposal best meets the criteria of the RFP. The final selection will be based on completeness, experience with agencies, technical merit, cost competitiveness and time to perform. It is the City's intention to select one firm that has sufficient expertise to handle the variety of projects the City undertakes thereby minimizing the involvement of other firms. However, the City reserves the right to select and contract with more than a single firm for the specified services.

The City reserves the right, without qualification, to:

Reject all proposals.

Exercise discretion and apply its judgment with respect to any proposals submitted.

Select proposals which qualify based on the following factors (50 points max):

- Understanding of the work to be done (12 pts),
- Experience with similar kinds of work (aquatic facility renovations) (20 pts),
- Capability of developing innovative or advanced techniques (5 pts),
- Demonstrated technical ability (5 pts),
- Financial responsibility (4 pts),
- Proximity to City of Turlock (4 pts). Proximity to City of Turlock is based on the prime consultant. No points will be granted for subconsultants.

City staff will review and rank all proposals received from consultants and recommend the consultant to receive the project specific agreement for the work specified within this RFP.

A City contract for project consultant services will be brought to the City Council for its approval. City staff shall notify the selected Consultant of the final approval of the contract by the City Council. Once submitted, all proposals become public records and subject to disclosure, either in part or in whole, under the California Public Records Act.

Selection Interviews

The City reserves the right to hold selection interviews with any consultant submitting a proposal under this solicitation. These interviews will be held solely at the discretion of the City and after the proposal scoring process. The intent of the City is to hold interviews only with top-scoring consultants based on the proposal selection process. The interviews would be attended by representatives of the City as well as the consultant's licensed engineer in responsible charge and licensed land surveyor in responsible charge of any project under this agreement. The selection interview will be used to gain further insight into the consultant's capabilities for the purpose of selecting recommendation.

Anticipated Schedule of Award

Staff anticipates scoring written proposals the second week of May, conducting interviews (if needed) the third week of May, and providing recommendations to the City Council for consideration of award at a regularly scheduled city council meeting in June of 2021.

Attachments

Columbia Pool - Conceptual Master Plan
Sample Professional Services Agreement