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REQUEST FOR QUALIFICATIONS CITY OF COLFAX, CALIFORNIA

NOTICE IS HEREBY GIVEN that the City of Colfax is soliciting qualifications for Construction Management and Inspection services related to the **CDBG Road Rehabilitation Project** in the City of Colfax, California. Interested firm / individuals (“Proposer(s)”) may pick-up a copy of the Request for Qualifications (“RFP”) from the City of Colfax Purchasing Department, at 33 Main Street, Colfax, California 95713, or may download it from the City’s website at <https://colfax-ca.gov> and at <https://cpllist.com>. The City of Colfax is committed to offering accessible and equitable procurement, should a proposer need assistance in accessing available information about this opportunity please contact the city at the information provided below.

QUALIFICATION SUBMITTAL DEADLINE: Proposers shall submit the completed and executed **qualifications** *in at least one of the following formats: 1) unbound paper copy, 2) electronic file via email, or 3) USB drive.* The **Qualifications** must be received by City Hall by no later than Thursday, April 11, 2024 at 3:00 pm (“Submission Deadline”), to the following address: City Hall, at 33 South Main Street, Colfax, California 95713. Bids will only be accepted in a format listed above. No late bids will be accepted.

DESCRIPTION OF SERVICES: The services to be performed shall include, but not be limited to construction management and inspection services to complete the following work: Adjusting utilities to grade, removing utilities, replacing concrete curb & gutter and sidewalk, roadway excavation, placing hot mix asphalt concrete (AC) and aggregate base, placing AC dike, installing storm drainage, placing striping, water pollution control, construction area signs, and traffic control system.

The City desires the services of a qualified construction manager and inspector (CM&I) to represent the City and provide oversight of the daily activities to ensure the improvements are completed in accordance with the plans, specifications, standards, CDBG Road Rehab HCD Bid Requirements, HUD 4010 financial requirements, and best management practices. While not necessary, a single individual with the ability to perform all CM&I duties is preferred. The individual will primarily report to the city designated Project Engineer (GHD) and secondarily to the City Engineer.

The CM&I firm is expected to identify and utilize best of class methods, procedures and tools needed to fulfill the requirement of the role. It is anticipated this will at least include preconstruction meetings, construction submittal and RFI reviews, hosting regular construction progress meetings, daily construction inspection and maintenance of inspection logs, daily coordination with contractor and geotechnical material and construction testing, maintaining weekly statements of working days, review and recommendation of proposed change orders, review of monthly progress payments, performing Davis-Bacon compliance checks and prevailing wage interviews, and daily assessment of construction/public safety.

Daily, weekly, and monthly documentation will be kept current and well organized. At a minimum, the CM&I individual must utilize Microsoft (or similar) tools for all documentation including incorporating inspection photos into inspection reports. Systems dedicated to recording CM&I activities with the ability to export all documentation to PDF format can also be utilized.

The city can provide workspace (no computer) and wireless internet access at City Hall though the CM&I manager is expected to provide their own real time access to the internet if the CM&I tools are hosted over the internet.

Bid specifications include 80 working days to complete the work.

QUALIFICATIONS:

The proposal must include sufficient information regarding qualifications and determine that the respondent is qualified and has relevant experience. The proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area, if relevant.
7. Additional information as required by the owner.
8. Authorization - The response must be signed by an individual authorized to bind the firm and shall contain a statement to the effect that the response is valid for at least 90 days.

EVALUATION CRITERIA: Evaluation criteria for the selection of the firm shall be based on the following:

1. Proposer's documented capacity to perform required services = 10 points max.
2. Evaluation of assigned personnel = 10 points max.
3. Related Experience = 10 points max.
4. Proposer's proven experience with budget control = 10 points max.
5. Demonstrated knowledge of local community and experience developing trust-based relationships = 10 points max.
6. Analysis of narrative statement = 10 points max.
7. Reference checks = 10 points max.
8. Demonstrated experience centering equitable processes and outcomes in service provision = 10 points max.
9. Certified MBE, WBE, Section 3, Small Business = 10 points max.
10. Cost Comparison = 10 points max.

The City reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any qualifications from a proposer which is qualified and best serves the interests of or represents the best value to the City.

FEDERALLY ASSISTED PROJECT:

This project is a federally assisted in whole or in part with Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development, Catalog of Federal Domestic Assistance Number 14.218.

Contractors shall be required to document their status as a Minority Business Enterprise (MBE), a Women-Owned Business Enterprise (WBE), or a non-MBE or WBE firm. The City of Colfax CDBG Program encourages the participation of MBE and WBE businesses to the greatest extent feasible on CDBG-funded projects in accordance with Executive Order 11625 and Executive Order 12138.

DEBARRED CONTRACTORS: The regulations at 2 CFR Part 180 restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assisted program, project, or activities. Contractors that have been debarred and are listed on the federal Systems for Awards Management found at SAM.gov, will not be eligible to participate.

CONFLICT OF INTEREST: In the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict-of-interest provisions in (State LCA, 2 CFR 200.317 and 318, and 24 CFR 570.611), respectively, shall apply. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

LABOR REGULATIONS: The Contractor shall comply with all applicable requirements of the California Labor Code and the City of Colfax Municipal Code, if applicable.

PROJECT ADMINISTRATION: All questions relative to this RFQ prior to submitting bids shall be prepared in writing and transmitted to the attention of City of Colfax, City Hall, 33 South Main Street, Colfax, California 95713, or via email to: engineering@colfax-ca.gov. No inquiries will be accepted later than five (5) business days prior to the RFQ opening date as this would not allow time to respond to all submitters of the RFQ. No phone inquiries will be accepted.

The City may or may not negotiate the fee schedule with one or more offers. The City reserves the right to reject any and/ or all responses. The City of Colfax is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by the City of Colfax on April 16, 2024.

City of Colfax

Carl Moore, PE
City Engineer

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