



**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

**REQUEST FOR PROPOSAL (RFP)
FOR**

**PROFESSIONAL CONSTRUCTION MANAGEMENT & INSPECTION
AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
LABOR COMPLIANCE SERVICES**

FOR THE

**REMEDIAL ACTION PLAN IMPLEMENTATION
EL MONTE GATEWAY-PARCEL 3
3535 SANTA ANITA AVENUE PROJECT, CIP 841**

JUNE 2022

IMPORTANT DATES

RFP ISSUED	June 21, 2022
REQUEST FOR INFORMATION DEADLINE: 11:00AM	June 28, 2022
RELEASE OF INFORMATION REQUESTED	June 30, 2022
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 11:00 AM	July 14, 2022
ANTICIPATED SELECTION	July 28, 2022
APPROXIMATE START DATE	September 2022



REQUEST FOR PROPOSALS (RFP)

FOR

**PROFESSIONAL CONSTRUCTION MANAGEMENT &
INSPECTION AND COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) LABOR COMPLIANCE SERVICES**

FOR THE

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EL MONTE GATEWAY-PARCEL 3
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REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSTRUCTION MANAGEMENT & INSPECTION AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) LABOR COMPLIANCE SERVICES FOR

REMEDIAL ACTION PLAN IMPLEMENTATION EL MONTE GATEWAY-PARCEL 3 3535 SANTA ANITA AVENUE PROJECT, CIP 841

1. Overview

The City of El Monte, County of Los Angeles, State of California (“City”) is soliciting proposals from qualified consultant firms for Construction Management and Inspection and Community Development Block Grant (CDBG) Labor Compliance Services for the **“REMEDIAL ACTION PLAN IMPLEMENTATION PARCEL 3, CIP 841”** Services include, but not limited to: Providing a review of the design plans, specifications and cost estimate (PS&E); overseeing construction coordination meetings with the contractor and stakeholders; virtual and/or in-person community outreach in multi-language (English; Spanish, Chinese and Vietnamese) project updates, respond to inquiries and concerns through the duration of the project and as deemed necessary, track and process request for information, coordination of materials submittals; conduct material/geotechnical testing, providing construction inspection and reporting for the remediation, hauling, and disposal of hazardous materials; schedule tracking; review and recommend approval of contractor payment requests; review, negotiate, and recommend approval of contract change orders; coordination with utilities and other agencies; assuring contractor labor compliance; administer City’s Project Labor Agreement; and records management. For the purpose of continuity, City prefers the proposed team to be in place for the entirety of the project from the start of construction to project closeout.

The selected consultant shall provide qualified staff to oversee the responsibilities of all aspects related to Construction Management and Inspection and Community Development Block Grant (CDBG) Labor Compliance Services for this project. The assigned staff shall be responsible to fulfill all tasks in accordance with all applicable local, state and federal guideline and law.

All services performed by the consultant or its sub-consultant shall be provided in a manner consistent with the level of care and skill exercised by members of the consultant’s or the respective sub-consultant’s profession. Such services shall be performed under the direct supervision of qualified and experienced personnel.

2. Project Background/Project Description

Prior to site redevelopment of the El Monte Transit Village Specific Plan which began in 2007, the City of El Monte (the “City”) had Phase 1 and Phase 2 Environmental Assessments performed in 2007-2009 which identified areas of contamination on the site. In 2010, a Site Investigation and Data Report was conducted in conjunction with a Geotechnical Investigation to evaluate the site for volatile organic compounds (VOCs), groundwater sampling, and vertical extents of fill/landfill material to supplement previous environmental assessments.

Under the Department of Toxic Substance Control (DTSC) oversight, a Supplemental Site Investigation report was prepared in 2013 followed by a Removal Action Workplan (RAW).



These investigations/reports included adjacent parcels that were all part of the El Monte Transit Village redevelopment project which was renamed the "Gateway Project". The site was subdivided via Tract Map No. 73093 into four (4) parcels and public streets. Parcels 1, 2, & 4 of the Gateway Project were remediated under previously approved site investigations/remediation plans. Parcel 3 is 5.51 acres and is the site of the former Pioneer Park site that was closed to the public in 2013 due to the contamination. Although Parcel 3 was included in the 2013 RAW, the planned remediation consisted of "capping" the contaminated areas and constructing a new park over the site.

In 2015/2016, the City proposed to allow future development on Parcel 3 with "No Land Use Covenants". After meeting with DTSC, it was decided additional Supplemental Site Investigation (SSI) was needed to fill in data gaps in the previous site investigations. A SSI Technical Memorandum for Parcel 3 was submitted, and the final version was approved by DTSC on May 3, 2017. This memorandum proposed additional site investigations to fill in data gaps.

The City then had a SSI prepared specifically for Parcel 3 which was submitted to DTSC. This SSI was approved by DTSC on July 12, 2017. Upon completion of the SSI, the Remedial Action Plan (RAP) for Parcel 3 was prepared and the final version was submitted to DTSC October 12, 2017. This Parcel 3 RAP was approved by DTSC on October 30, 2018, and is the basis for the Gateway Parcel 3 (Pioneer Park) Remediation Project – Capital Improvement Project (CIP) No. 841.

The City intends to remediate the contamination at Parcel 3 and return the site back to a public park for the community's use.

Anticipated Project schedule is as follows:

- Advertise for Construction Bids: May 2022
- Construction Bid Award: August 2022
- QA/QC Review of Final Construction Documents: August 2022
- Issue Notice to Proceed for Construction: September 2022
- Start of Construction: September/October 2022

The Project is to be funded using CDBG, ECRG and/or ARPA funds. This project is subject local, state, and federal regulations and procurement requirements. The estimated cost of construction is \$4,000,000.

This is a federally-assisted construction project. Federal Labor Standards Provisions outlined in the HUD-4010 form, including the prevailing wage requirements of the Davis-Bacon and Related Acts (DBRA) will be enforced. The "current Federal Wage Decision" is the one in effect 10-day prior to the bid opening date and can be found on-line at <https://beta.sam.gov/>. In the event of a conflict between Federal and State wages rates, the higher of the two will prevail. "The Consultant's duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq. and Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and employ apprentices including forfeitures and debarment." This Project is a "public work," and thus, the Consultant and any Subcontractors must pay wages in accordance with the determination of the Director of the Department of Industrial Relations ("DIR") regarding the prevailing rate of per diem wages. Copies of those rates are on file with the Director of Public Works and are available to any interested party upon request. The contractor shall post a copy of the DIR's determination of the prevailing rate of per diem wages at each job site.



The Consultant's attention is directed to Section 1777.5 of the Labor Code. Provisions of said section pertaining to employment of registered apprentices are hereby incorporated by reference into these Specifications. As applicable, the Consultant or any Subcontractor employed by the Consultant in the performance of the Work shall take such actions as necessary to comply with the provisions of Section 1777.5, if applicable.

All Consultant and listed subcontractors must have registered with the California State Department of Industrial Relations pursuant to Labor Code section 1725.5 prior to submitting a bid. Furthermore, a Consultant and all subcontractors must be registered pursuant to Labor Code section 1725.5 before entering into a contract to work on a public project.

In accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549, all Bidders must be registered at <https://beta.sam.gov/>. To determine if a proposed consultant is debarred, grantees should check the federal SAM database. Active registration in SAM is required to apply for an award and for HUD to make a payment.

3. Scope of Services

The City is seeking a qualified proposer to provide technical professional services related to the construction management/inspection and environmental oversight for the following:

- Site Remediation
- Handling/Hauling Contaminated Soil
- Rough and Final Grading
- Soil Import
- Site Topographic Surveys
- Environmental Services
- Stormwater Inspections

The construction is anticipated to be completed within **sixty (60) working days**. In general, the City of El Monte uses the "Standard Specifications for Public Works Construction" and the "Standard Plans for Public Works Construction" as the basis of a project's plans, specifications, and estimate. The detailed project information can be found at [Request for Proposal, Request for Qualification and Notice Inviting Bid | El Monte, CA \(el-monte.ca.us\)](#).

The selected proposer shall provide a qualified Construction Manager/Inspector responsible to oversee the required inspection, materials and geotechnical testing, environmental services management and perform Construction Management/Inspection for the construction of the subject project. Responsibilities include but not limited to:

- Provide a QA/QC review of the project plans, specifications, and engineer's estimate;
- Attending and manage all project related meetings which includes but not limited to pre-bid meeting, pre-construction meeting & weekly progress meeting;
- Prepare bi-monthly Project Update Summary and submit to the City's Project Manager and Stakeholders every 2nd and 4th Monday of each month. Project Update Summary shall include, but not limited to, recap of completed work with photos, upcoming scheduled work, lane and street closures, and parking restrictions;



- Maintaining project files using CMIS. Project files shall be available to the City's Project Manager through the City's CMIS shared files system;
- Supervise and provide construction observation/inspection;
- Manage, monitor, inspect, maintain and keep track of progress of Perpetuation of Survey Monuments by the contractor;
- Review and file construction inspector's daily report in CMIS;
- Review and track the contractor's construction schedule in CMIS;
- Assure contractor is meeting labor compliance requirements;
- Issue weekly working day statement reports in CMIS;
- Coordinate with the City's design engineer, utility companies, and other agencies.
- Process submittals;
- Review and track submittal approvals;
- Review and approve contractor traffic control plans;
- Provide and implement public outreach plan which shall include coordination of one (1) virtual meeting, develop and distribute project notifications letters/postcards, and provide bi-weekly project update for City's Website and social media outlets;
- Review and make recommendation for contractor progress payments;
- Prepare, Review and make recommendation regarding the contractor's request for contract change orders;
- Maintain a set of "as-built" plans;
- Take over and arrange for a final walk through inspection and prepare a "punch-list for project closeout". Make recommendation for substantial completion; and
- Oversee the environmental services, geotechnical services, and all permits.
- Oversee the hauling manifests and develop a detailed logging system and disposal confirmation system for both hazardous and non-hazardous materials. This would include all backup information including but not limited to truck logs, weight tickets and disposal sites.

Task 1 – QA/QC Review: The construction manager shall be responsible for reviewing the design plans, specifications, and engineer's estimate and providing any input to improve construction efficiencies and/or reduce community impacts. This reviews shall take no longer than two (2) weeks to complete. The consultant shall provide the comments in writing. In addition, the construction manager/inspector shall meet with the design engineer and the City's Project Manager to discuss their comments. Please indicate the number of hours proposed for the review.

Task 2 – Meetings: The selected consultant will meet with City's Project Manager and Design Team for an initial kick-off meeting.

The consultant shall schedule, prepare and conduct a preconstruction conference meeting with the selected contractor all stakeholders and utility agencies. Conduct weekly coordination meetings with the contractor and stakeholders and discuss the next week's work. Prepare agendas and minutes of all meetings. The contractor will be required to provide a "look ahead" schedule at each weekly meeting that the selected consultant shall review and provide comment. These meetings may be held at the El Monte City Hall, 11333 Valley Boulevard, El Monte, CA. However, the meeting location may be scheduled for an alternate site or by video conferencing if agreed by the contractor and approved by the City.



Task 3 – Construction Management: The selected consultant shall provide a qualified Registered Civil Engineer serving as a construction manager having at least 10 years of experience with similar projects to be responsible for the following tasks:

- **Task 3A - Manage CMIS** – The construction manager shall be responsible to learn how to use and manage all construction documents in City’s CMIS Software.
- **Task 3B - Supervision of Construction Inspection and material testing/geotechnical:** Supervise the work of the project construction inspector(s), geotechnical and material testing technician(s). Review inspector’s daily reports and photographs and provide copies on a weekly basis due every Friday by noon. Additional Inspection and Reporting responsibilities are listed in Task 4.
- **Task 3C - Construction Schedule:** The construction manager shall review the contractor’s project schedule and confirm that tasks are scheduled within appropriate timeframes with the least impact to the public. On a weekly basis the construction manager shall review the contractor’s weekly look ahead schedule to confirm it is in compliance with the original schedule and that coordination with utility companies and agencies has been performed. If the weekly look ahead schedule is not in compliance with the original schedule, construction manager shall be responsible to direct the contractor to make suitable adjustments.
- **Task 3D – Material Submittal** – Review, comment and/or recommend approval all of the contractor’s submittals, including but not limited to shop drawings, material data, samples, and product data. Verify that the correct products will be installed on the project. Prepare a tracking log to document to include the date the submittal was delivered; who the submittal was transmitted to for comment/approval; and when the submittal was returned with comment or approval.
- **Task 3E – Weekly Work Day Statement:** Promptly prepare and issue the weekly working day statements to the contractor. This is due to the City every Friday by noon. The work day statement shall conform to Caltrans form CEM-2701 or similar form produced by the consultant documenting the same information, as approved by the City.
- **Task 3F –Coordination:** As the City’s representative assure coordination between the contractor and the design team, utility companies, other agencies, City, Stakeholders and the community.
- **Task 3G – Traffic Control:** Review the contractor’s proposed traffic control plan and the day to day operations to ensure compliance with approved traffic control plan to promote safety to the traveling public, pedestrians and to minimize the impacts to the general public.
- **Task 3H – Review Contractor’s Payment and Contract Change Order Request:** Review, verify and make a written recommendation of contractor’s invoices/payment requests to the City. The construction manager shall reconcile item quantities with field measurements and verify consistency with contractor’s progress invoices. Once the reconciliation is complete and the contractor agrees the construction manager shall provide a written recommendation to the City for payment. The construction manager’s recommendation process shall take no longer than one (1) work week. If



the contractor's payment request is in error the construction manager shall reject the request in writing stating the reason for rejection.

Prepare all City approved contractor change order requests and owner-initiated contract change orders. Contractor's change orders requests shall be reviewed and confirmed if it is a valid request and not specified in construction contract documents. The construction manager shall also forward all requests to the design engineer for their input to the request's validity and cost. If the request is valid and a reasonable cost is established, the construction manager shall forward the change order request to the City recommending approval and tracking.

- **Task 3I – Review on Contract Claims:** The construction manager shall be responsible in working with the contractor and resolving any issues prior to claims. The construction manager shall assist with City personnel in recommending the best solution to resolve disputed claims. Resolution of disputed claims shall be approved by the City Engineer or its designee.
- **Task 3J – Final Walk Through and “Punch-List”:** The construction manager shall arrange for a final walk through inspection with the contractor and prepare a “punch-list” of items needing to be addressed to complete the work and track progress and its status. The construction manager shall certify the completion of work improvements pursuant to the construction contract documents and shall make recommendations for final acceptance.
- **Task 3K – “As-Built” Plans:** Maintain a set of “as-built” plans and document any deviations from the original construction contract documents, including change order work. These plans shall be submitted to the City once the project is complete.
- **Task 3L – Public Outreach:** The construction manager shall be responsible to host one (1) virtual community outreach meeting prior to start of construction. This includes preparation and distribution of a multi-language (English, Spanish, Chinese, & Vietnamese) public outreach postcard inviting residents and businesses via mailers to City approved distribution area map (immediately affected residents) near the project limits) and on City approved social media outlets. The construction manager shall also prepare, reproduce all copies needed, and distribute public outreach notification postcard to all the residents and businesses immediately affected by the project prior to construction of the project. Address any question or complaints from residents affected by the construction project.

Task 4 – Construction Inspection and Reporting: The selected consultant shall provide at least one experienced full-time construction observer/inspector to assure compliance with the plan and specifications during all times the contractor is working. Construction inspector shall have the full knowledge in the day to day operations and activities, coordination and monitoring of all construction methods, Remediation, hauling, and disposal of hazardous materials, traffic control, water quality SWPPP and BMP's implementation and other associated work. Although it is anticipated most of the work will occur during the day it can be assumed that a portion of the work may occur at night in order to minimize traffic impacts. The consultant shall report the daily progress of the work on Caltrans forms CEM-4501 and CEM-4601 or similar forms produced by the consultant, approved by the City, documenting the same information. The consultant shall document all personnel and equipment used for the day. The construction inspectors report shall incorporate photos, before, during and after construction. Photos included in the



construction inspectors report shall be properly labeled with location and short description. Photo files shall also be submitted to the City to be used for presentation purposes if necessary. The format of the inspector's daily report will need to be similar to Caltrans Resident Engineers Daily report form CEM-4601. Copies of these forms shall be submitted to the City's Project Manager on a weekly basis. Inspection services shall provide a licensed Traffic Engineer to field inspect all cat tracks and final striping for all proposed traffic striping.

Task 5 – Labor Compliance: The consultant shall schedule and conduct a mandatory meeting to discuss the Labor Compliance requirements. The selected consultant shall resolve complex labor compliance issues, review, verify and enforce the prime contractors and subcontractor's submittal of monthly certified payrolls pursuant to the contract agreement, local, Federal, and State requirements. The prime contractor shall be responsible to assure corrections of any payroll that does not meet contract, Federal, and/or State requirements, including making additional payments to employees, if necessary. All correspondence and corrections with and by the contractor shall be documented and forward to the City. Construction Manager will need to inform the city as soon as he/she discovers the discrepancies or labor compliance violations. The consultant shall submit a monthly labor compliance report to the City. The report shall include certified payrolls, correspondence corrections, consultant letter certifying the review and labor compliance in accordance to the Federal and/or State regulations. Consultant shall include hourly rates and shall take account of travel time.

The consultant shall also be required to review, implement and administer the City's Project Labor Agreement (PLA) - See ATTACHMENT B and prepare monthly reporting. Consultant shall make sure that the Contractor will also comply with the requirements and tasks as stated on the PLA.

The consultant shall review all files for completeness and accuracy, prepare and send Labor Compliance Clearance Letter certifying the completion of all labor compliance activities. The consultant shall also prepare file closeout transmittal, transmit files to City for storage (5-year records retention requirement).

Task 6 – Geotechnical and Materials Testing: The selected consultant shall provide geotechnical and/or materials testing to assure the contractor's construction methods and materials meet the requirements of the plans and specifications. The proposed cost for Geotechnical-Construction Services shall cover all material testing required throughout the duration of the project to include all reports.

Task 7 – Survey: The selected consultant shall monitor all activities related to the contractor's survey work including but not limited to verification of field work, survey records, monumentation, etc.

Task 8 - Construction Phasing: As part of the constructability review, Construction Manager shall propose construction phasing to minimize impact to community, schools, and residents. The criteria for the recommended construction phasing shall be incorporated in the Project Specification.



Task 9 – Stormwater Construction Inspection: The stormwater inspection should include weekly, pre-rain, during rain and post rain inspections; performance of turbidity and pH testing; reports with site photos; and SMARTS preparation and input.

The City reserves the right to delete specific task(s) and/or line items at no additional cost.

4. Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. The proposal shall be limited to a **maximum of twelve (12) pages**, not including the cover sheet. Note that one (1) page includes the front side of an 8.5x11 sheet of paper and the cover does not constitute a page. The Appendix will count towards the page count.

- a) **Cover Letter.** Maximum one (1) page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS / AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.
- b) **Qualifications and Experience of Proposer's Personnel.** Maximum of three (3) page summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subconsultants' performing any of the tasks or services contemplated under this RFP on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with similar projects and the experience of individuals on your proposed team. Show how your experience relates to the demands of services to be provided.
- c) **Project Approach.** Maximum one (1) page summary of the proposed approach to providing professional civil engineering design services for this improvement project. The proposer shall explain the way in which the proposer will complete all of the tasks called for under the RFP. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- d) **Proposed Personnel.** Maximum three (3) page resume for the project manager and one (1) page resume for each of the other key personnel, including subconsultants, which will be performing the majority of the work on this project/contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project. The designated project manager shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.



- e) **Quality Assurance/Quality Control Procedures.** Maximum one (1) page brief description of the consultant's approach to implement a Project-specific Quality Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e. engineering design review, constructability review, coordination review, QA/QC control review, etc.).
- f) **Schedule Control.** Time is of the essence. It is critical the proposer describe methods that can be used to keep the construction on schedule within maximum of one (1) page. The proposer shall illustrate methods they have used to assist other agencies to meet their proposed schedule. Discuss previous projects where the consultant was able to avert a potential delay by implementing project management techniques.
- g) **Fee Schedule/Cost Proposal.** Maximum one (1) page detailed cost estimate for performing specific tasks identified in the RFP and a schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific cost estimate shall include an estimate of the number of hours per staff member by proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing specific services identified in Tasks 1 through 9 (hourly rate structure) for each Task. The proposal shall also include all costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a proposal contemplates the use of subconsultants to perform any one or more of the above described tasks on the proposer's behalf, the proposal shall include a List of Subconsultants identifying all subconsultants and state the fee for each subconsultant in the Fee Schedule under the appropriate Task under which the service will be provided.

Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations web site at:
http://www.dir.ca.gov/dlsr/statistics_research.html

5. Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the Project, cost, proposed schedule and compliance with the RFP. Each such factor shall be weighted by the City as follows:

- a) **Expertise, Experience & Training Plus Prior Contracting History (30%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields, to include railroad permits, and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.



- b) **Project Approach (30%)** – The proposer’s responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City’s specific needs.
- c) **Public Outreach (20%)** - Compliance with public outreach effort described above and proposed public outreach strategies.
- d) **Proposal Fee (15%)** – Reasonable hourly rate to proposed staff.
- e) **Compliance with RFP (5%)** – The ability of the proposer to comply with all instructions set forth under this RFP.

Consultants should thoroughly address the above selection criteria to receive the maximum possible points.

6. Selection Process

A selection committee, comprised of City staff will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to provide the required services.

7. Proposal Requirements

The Consultant’s proposal must be comprehensive, concise and to the point. Current company resumes of key personnel should be included as well as examples of previous work. However, a proposal is a voluntary response on the part of a Consultant, and this RFP does not commit the City to pay any costs incurred in its preparation. The City reserves the right to accept or reject optional elements of this proposal, or the proposal in part, or its entirety.

This RFP is a solicitation for proposals only, and is neither intended, not to be construed as an offer to enter into an agreement or engage in any formal rule competitive bidding or negotiation pursuant to any statute, ordinance or regulation.

All data, documents, and other products used or developed during the project will become the property of the City, even in the situation where the project is cancelled.

The deadline to submit a proposal is July 14, 2022 no later than 11:00 a.m. Proposals received after the deadline will not be considered. Proposer is required to submit “ebid” through PlanetBids online platform. See link below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=43375>

A copy of the Request for Proposal (RFP) and subsequent addenda to the RFP is available on the PlanetBid online platform on the link above.

It is the proposer’s responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been received. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Proposers are also required to submit three (3) hardcopies of the complete proposal to be



received prior to the time and date specified. No exceptions to this requirement will be considered.

Proposal shall be submitted to the following address:

**City of El Monte – City Hall West
Department of Public Works – Engineering Division
11333 Valley Boulevard
El Monte, CA 91731-3293**

**ATTN: Steven Wright
Project Manager**

**Subject: PROPOSALS FOR CONSTRUCTION MANAGEMENT & INSPECTION
SERVICES FOR GATEWAY PARCEL 3 (PIONEER PARK) REMEDIATION
PROJECT, CIP 841**

Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- a) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- b) Late proposals will not be considered.
- c) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor nor will it be based on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- f) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of



all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.

- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- i) By the submission of a proposal, each proposer accepts and agrees to all conditions in the executed On-Call Agreement.
- j) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- k) All questions or requests for clarification shall be submitted via email to John Rico at jrico@elmonteca.gov by the REQUEST FOR INFORMATION DEADLINE.
- l) If it becomes necessary to revise any part of this RFP, written addenda will be issued via email. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- n) The proposer agrees that, if a work order is issued to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.
- o) Proposers may withdraw their proposal prior to the Submission Deadline.

8. Insurance Requirements

The selected consultant shall provide their most current certificate of insurance prior to issuance of the Work Order.



ATTACHMENT A – FEDERAL REQUIREMENTS



ATTACHMENT B – PROJECT LABOR AGREEMENT