



**City of Gridley
REQUEST FOR QUALIFICATIONS
to provide
Construction Inspection Services
Annual As-Needed Contract**

May 14, 2024

**Qualifications to be submitted no later than
June 19, 2024, at 2 PM**

The City of Gridley is seeking a qualified consultant to provide professional services for construction inspection to support the Public Works Department as needed for two years.

Work Description

The City of Gridley (City) is seeking a qualified consultant to provide construction inspection services related to private development, and capital improvement projects. Additional inspections related to the capital improvement program or other inspections necessary for work in the public right of way related to any permits issued by Public Works Department may also be requested from time to time. The inspector will serve as a reference and resource pertaining to questions regarding construction and inspection principles, policies, and practices. The anticipated length of the contract is two years.

Services Requested

Interested firms shall provide a qualification statement to address their ability to provide the following services as selected by the City:

- a. Monitor site for plan, specification, and permit conformance.
- b. Coordinate and facilitate preconstruction meetings.
- c. Prepare the Weekly Statement of Working Days Reports.
- d. Enforce contract required environmental compliance.
- e. Enforce contract required traffic control compliance.
- f. Enforce dust, storm water discharge and noise compliance.
- g. Enforce Caltrans or Funding Entity Requirements, as required on CIP projects.
- h. Prepare Daily Reports.
- i. Maintain complete project files.
- j. Respond, log, and process Requests for Information (RFIs).
- k. Facilitate project coordination meetings at site.
- l. Monitor project schedule.
- m. Process progress payments and monthly billings, including quantity calculations.
- n. Receive, log, review, and distribute submittals.
- o. Review and process change orders.
- p. Dispute resolution.
- q. Record Drawing progress checks to be done monthly, including close out Record Drawings.
- r. Construction photos.
- s. Ensure improvements comply with the American with Disabilities Act.
- t. Coordinate construction completion walk through, establish punch list, complete and process Notice of Completion Forms.
- u. Monitor warranty services.
- v. Process Equal Employment Opportunity (EEO) paperwork and ensure correct wage rates are being used. May include interviews.
- w. Monitor construction site safety.
- x. SWPPP inspections/Documentation as needed
- y. Pay estimate review and approval

- z. Change order tracking
- aa. Ensure proper State and Federal posters are on jobsite.
- bb. Complete and process contract evaluation performance forms.
- cc. Monitor landscape maintenance period.

Submittal Procedures

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure constituting sufficient cause for rejection of the Qualification Statement at the City's sole discretion.

Faxed submittals will not be accepted. If submitting in person the respondents shall provide four (4) copies of their submittal to the City Administrative Assistant no later than June 19, 2024, by 2:00PM. Submittals received after the stated deadline shall not be accepted. If submitting via email the same deadline will be upheld, and it is up to the respondent to verify that the email was sent to the correct email address and received. Qualification Statements are to be delivered to:

Carmen Santana., Administrative Assistant
685 Kentucky St
Gridley, CA 95948
CSantana@gridley.ca.us
530-846-3631

The City reserves the right to waive informalities and to reject all proposals at its sole discretion.

Offerors are encouraged to keep the proposals brief and relevant to the specific work required. Submittals shall not exceed 10 pages of information (not including covers, dividers, Table of Contents, Index Sheets, or Resumes) and shall address the following items:

1. Statement of Qualifications
 - a. Cover Letter
 - i. The name, address, and phone number of the contact person for the remainder of the selection process.
 - ii. Any qualifying statements or comments regarding the proposal, the information provided in the RFP or the proposed contract.
 - b. Firm Profile
 - i. Description of company qualifications including years in business, location and number of staff.
 - c. Personnel Qualifications
 - i. A listing of proposed project personnel, including personal experiences and individual resumes.
 - ii. There shall be one person from your firm identified who will be the primary Inspector for the City. This person shall be supervised by a California Licensed Civil Engineer.

- iii. Experience with similar work, including names and current phone numbers of references for listed projects.
- d. Fee Schedule
 - i. Include a breakdown of hourly rates for each resume included in the Statement of Qualifications.
 - ii. Travel and/or mark-ups on outside services shall be noted.
 - iii. The fee schedule shall note if there are any changes, or not, to the proposed rate(s) over time.
 - iv. Mileage and travel time
 - v. Minimum hourly charge

Selection Process

Qualification Statements will be reviewed by a Consultant Selection Committee. Tentatively, the selection committee is planned to be personnel from the City including the City Administrator, and public works staff . The review of submittals will be based on, but not limited to, the following minimum criteria:

- A. Each statement of qualifications will be reviewed for completeness, responsiveness and adequacy of documentation.
- B. The firm's understanding of the scope of services and approach to providing services.
- C. The qualifications and relevant experience of the firm.

The contract will be awarded based on demonstrated competence and qualifications delivered at a fair and reasonable price. Cost will be considered in the selection process; however, will not be the determining factor. Qualifications, not cost, will be the primary competitive measure by which the contract will be awarded.

The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFQ. The City reserves the right to award the contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, including negotiating with one or more of the proposers for the same services.

Questions

All questions regarding this RFQ shall be submitted in writing to: Carmen Santana via email at: CSantana@gridley.ca.us.

General Administrative Information

Each respondent understands and agrees that the City, its departments, their officers, employees or agents is not responsible for:

- a) Any costs incurred by a respondent in the preparation, delivery or presentation of a proposal.

- b) Any costs incurred by a respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with the City.
- c) Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by the City. The use of such information or data provided by the City, its officers, employees or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this Request for Qualifications only.

All proposals submitted in response to this RFP shall become the property of the City and will not be returned and such proposals, after the contract is awarded, are subject to the California Public Records Act.

ACCEPTANCE/REJECTION MODIFICATION

The City reserves the right to accept, reject, modify or cancel in whole or in part, this Request for Qualifications. The City reserves the right to accept or reject any and all Qualification Statements, to request and consider additional information from any proposer and to waive minor irregularities and technical defects in this process. The City reserves the right to seek new qualifications when it determines that it is in the best interest of the City to do so.

AUTHORITY TO WITHDRAW

The City reserves the right to withdraw this Request for Qualifications without prior notice. The City makes no representation that any agreement will be awarded to any firm because of having responded to this request.

AWARD OF CONTRACT

It is the intent of the City to shortlist multiple firms depending on the quality of proposals received. Each contract shall be performed on a work assignment basis as needed by the City. The contract will be based upon the negotiated specific rates of compensation. The dollar amount of each contract is anticipated to be range depending on ongoing projects within the city per fiscal year, depending on the number of firms selected, qualifications of firm, and the needs of the City. The City shall determine the value of each contract. The City does not guarantee that there will always be sufficient work assignments to reach the maximum contract amount each fiscal year.

ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT