

REQUEST FOR PROPOSALS
PAINTING SERVICES
FOR THE
LAWLER RANCH
MASONRY WALL AND MONUMENT SIGN PAINTING PROJECT



Proposal Due Date: Thursday, August 20, 2020, at 2:00 PM (PST)

Issued by:
City of Suisun City - Public Works Department
701 Civic Center Boulevard
Suisun City, CA 94585

Issuance Date: July 28, 2020

If you are interested in submitting a Proposal, please read this document in its entirety and follow all instructions for submission.

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1. INTRODUCTION

The City of Suisun City, hereafter referred to as the “City”, is inviting Contractors to provide written Proposals to complete construction services described in this Request for Proposals (RFP) and associated attachments for Lawler Ranch Masonry Wall and Monument Sign Painting Project (“Project”). The Contractor shall possess a valid Class C-33 (Painting and Decorating Contractor) State of California contractor’s license at the time the contract is awarded. The Contractor will be required to furnish all labor and materials as necessary to perform all work as specified herein and the attached specifications.

Each Proposer is responsible for reviewing and understanding all terms of this RFP, including the specifications and all attachments, and for conducting its own background research on the Project. Before preparing a Proposal, the Contractor shall carefully examine the entire RFP and its exhibits and attachments to become fully informed on all requirements.

Submission of a Proposal shall be considered evidence that the Contractor has fully studied the RFP, examined the site of the work and all specifications, and that the Contractor is satisfied as to the conditions to be encountered in performing the work and the requirements of the RFP.

Neither the issuance of this RFP nor the acceptance of Proposals commits the City to award or enter into an Agreement. The City reserves the unfettered right to reject any or all Proposals, at any time, and to seek new Proposals when in the best interest of the City. The City reserves the right to cancel, modify, or postpone this RFP, at any time, and to waive any irregularities or informalities in any RFP procedures.

Each Proposer is solely responsible for the expenses it incurs in responding to this RFP. The City expressly disclaims responsibility for any assumptions a Proposer might draw from the presence or absence of information provided by the City in any form.

The City, in its sole discretion, may amend this RFP by issuing written addenda to the RFP. Such addenda will be posted on City’s website at www.suisun.com. It is the responsibility of each Proposer to monitor the City’s website for any addenda that may be issued for this RFP.

2. PROJECT BACKGROUND AND DESCRIPTION

The project scope includes painting masonry walls and monument signs within the Lawler Ranch Subdivision. See Location Maps (Attachments A and B) and Photos of Existing Conditions (Attachment C) that are attached to the specifications. A large percentage of the masonry wall segments and monument signs run along the south side of Highway 12 between Lawler Center Drive and a point east of the Lawler Ranch Parkway/Walters Road intersection. Masonry wall segments and monument signs are also located at the Lawler Ranch Parkway East and West Entrances, along Lawler Ranch Parkway from the Lawler Ranch West Entrance to Mayfield Way, along Lawler Ranch Parkway from the Lawler

Ranch East Entrance to Whitby Way, the McCoy Creek channel, by the northwest corner of the Lawler Ranch Subdivision along the cow pasture, and the Hammond Lane/Mayfield Circle intersection.

The monument signs can be classified as entrance monument signs (4 total), “medium-sized” monument signs (5 total) or low-lying monument signs (3 total). There is no typical size for any of the monument sign classifications.

In addition to painting, the project scope will also include minor clearing of vines and vegetation, stucco patching, pressure washing, and and/or any other tasks necessary to prepare the masonry walls, columns, monument signs, and project location for painting. See the Attachment B in the specifications.

Painting will primarily be on the street side of the masonry wall. For specific limits of painting, see Limits of Painting (Attachment D) that is attached to the specifications. Moreover, the project scope will include work items included in Proposer’s Work Plan not covered by the specifications.

Access will primary be along Highway 12 or local streets. The City will ensure a 3-foot wide horizontal clearance between masonry wall and adjacent shrubs. Work on masonry wall segments and monument signs along Highway 12 will require a Caltrans encroachment permit. The City will apply for a Caltrans encroachment permit, and the Contractor will need to apply with Caltrans for a permit rider to that parent encroachment permit.

California’s prevailing wage law is applicable to this public works project and Contractor will be required to pay specific wage rates.

3. TIMELINES

The timelines for the RFP and design phases are provided below.

A. Mandatory Pre-Bid Meeting

A **mandatory** pre-bid meeting will be held in the Council Chambers at City Hall on Tuesday, August 11, 2020, at 9:30 AM. Bids received from any bidder who does not attend or remain for the duration of the mandatory pre-bid meeting will be considered non-responsive and will be rejected.

The overall format of the mandatory pre-bid meeting will be as follows:

- Registration will be from 9:30 AM to 9:45 AM.
- City staff presentation from 9:45 AM to 10:00 AM.
- Project site walk-through tentatively from 10:15 AM to 11:45 AM.
- Questions and answers session tentatively starting at 11:45 AM.

B. Proposal Submissions

Proposals shall be submitted no later than 2:00 PM (PST) on Thursday, August 20, 2020, unless subsequently modified by the City by addendum, at the following address:

City of Suisun City – Public Works Department
Attn: Amanda Dum, Management Analyst
701 Civic Center Boulevard
Suisun City, CA 94585

Late submissions will not be accepted. Proposals and any accompanying documents received after this deadline will be returned unopened. Postmarks will not be accepted.

The only acceptable evidence to establish the time of receipt (at above address) is the time/date stamp, which will be placed on each Proposal by City staff immediately upon receipt. The timeliness of qualifications is the sole responsibility of the consultant.

The City is not responsible for delayed deliveries due to any reason, including mailing or traffic congestion. Submission of a Proposal will constitute a firm offer to the City for 120 days from the proposal submission deadline.

Proposals will be accepted at the submission deadline on the front steps of City Hall at 701 Civic Center Blvd, Suisun City, CA. See attached Main Entrance to City Hall Map. Attendees are advised to wear a face covering and practice social distancing.

C. Questions and Requests for Clarification

Questions or requests for clarification for this Project may only be submitted in writing to Amanda Dum, Management Analyst, at adum@suisun.com. Also, carbon copy (cc) Gemma Geluz at ggeluz@suisun.com. No oral statements by any City employee or representative will be binding against the City.

It is the responsibility of the Consultant to check the City’s website for issuance of addendum or clarification related to the RFP. Questions submitted after 5:00 PM (PST) on August 13, 2020 may not receive a response prior to proposal opening, unless subsequently modified by the City by addendum.

D. Tentative Schedule for Selection Process

The tentative schedule for Contractor selection is as follows:

- Release RFP July 28, 2020
- Mandatory Pre-Bid Meeting August 11, 2020, at 9:30 AM
- Proposals Due August 20, 2020, at 2 PM

- Contract Award Date – City Council

September 1, 2020

E. Construction Schedule

See section 4-13, Time of Completion, of the attached specifications for the number of working days allotted to the construction schedule. After award of the construction contract, Contractor will be given 75 calendar days to complete the project. The 75-day time window will commence 10 calendar days upon City issuance of the Notice of Award. During that time period, contractor is to sign contract as well as secure City business license and submit insurance documents and bonds.

4. SCOPE OF CONSTRUCTION SERVICES

The scope of the construction services is to include the construction work described in Section 2 of this RFP, the attached specifications, and the Work Plan detailed in the Contractor's Proposal. Painting and construction work shall be in conformation with all laws, ordinances, codes, regulations and industry standards, including the City of Suisun City Design Standards and Caltrans 2018 Standard Specifications and Standard Plans. As part of the Proposal submittal, the Contractor shall structure a Work Plan which accomplishes the objectives of the Project.

5. SUBMITTAL REQUIREMENTS

Contractors wishing to respond to this invitation must supply the minimum number of copies set forth in the transmittal letter by the date and time requested. The nature and form of response is at the discretion of those responding, but shall include the information listed below. Additional information submitted after the formal closing date and time will not be accepted. Prospective proposers are highly encouraged to visit the job site prior to submitting a proposal.

Proposals must be:

- Typed on standard 8-1/2" x 11" paper. Minimum font size is to be 12. Drawings are not limited to the 8-1/2" x 11" size.
- Be as brief as possible and not include any unnecessary promotional material.
- The Proposals are not to exceed twenty-five (25) one-sided pages including all responses, reference work, and information about the firm and individuals assigned to the Project. The following items are not included as part of the 25-page total requirement: title page, table of content, cost proposal, resumes, drawings and dividers, and the Bidder's Book contained in the attached specifications.

Proposals are to use the simplest possible method of fastening for submittal. All submissions shall become the property of the City. Furthermore, all submitted proposals, documents and information included therein or attached thereto shall become public record upon their delivery to the City.

A prospective proposer may withdraw its proposal by written request at any time *prior* to the scheduled closing time for receipt of proposals. Such written request should be directed to Amanda Dum at adum@suisun.com. Carbon copy (cc) Gemma Geluz at ggeluz@suisun.com.

A. Proposal Submittal Requirements

Proposals, including the proposed Work Plan, and any accompanying documents for the Project shall be submitted in a sealed envelope with the words “DO NOT OPEN – Lawler Ranch Masonry Wall and Monument Sign Painting Project – Proposal Enclosed” clearly marked in the lower left-hand corner of the envelope. Three (3) bound copies, plus one reproducible unbound copy, must be submitted. Include a USB flash drive containing the proposal in PDF format. The Cost Proposal and the Contractor’s completed Bidder’s Book (pages 8 through 28 of the attached specifications) must be in a separate sealed envelope within the proposal package, clearly marked as the price proposal for this solicitation, with Contractor name, and project name.

The proposal shall contain the following minimum information:

- Cover Letter
- Executive Summary
- Project Team
- Key Personnel References
- Project Understanding and Approach
- Detailed Work Plan
- Project Schedule
- Other Information

The body of the proposal shall include, but not limited to, the following minimum information:

A1. Cover Letter

This section shall include a brief summary of the Proposal and Proposer’s overall organization, firm’s qualifications and areas of practice and stability. Describe the scope of services provided by your firm without the use of outside contractors.

Describe any subcontractor arrangements or licensing agreements. Include any potential conflict of interest.

The Proposer shall list any lawsuit or litigation and the result of that action resulting from any job undertaken by the firm or by its subcontractors which is still pending or has occurred on projects within the last five years.

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Suisun City. Provide name, title, work address, email and telephone number of this officer.

A2. Executive Summary

This section shall include summary and explanation of key provisions of the Proposal, emphasizing the approach and methodology to be taken and including a Work Plan, schedule, and description of the capabilities of the Contractor and subcontractors. The summary should convey an understanding of the purpose of the Project and the services required for performance.

A3. Project Team

This section shall describe your team organization, including the qualifications of the prime Contractor and any subcontractors. Provide an organizational chart of the proposed team structure.

The Proposer's Project Manager and key individuals who will be assigned to the Project will be considered an important factor by the selection committee. Include a brief resume of each individual who will work on this assignment. Proposer must also provide a minimum of three client references for the key technical personnel. There can be no change of key personnel during the course of the Project without the prior written approval from the Public Works Director.

The Proposer's team shall have experience necessary to prepare, administer, coordinate and process the documents described in the scope of services.

The City has also great interest in the quality of all subcontractors that the prime Contractor may engage on this Project. The City expects the prime Contractor to take the lead role in this Project and to contract with (if necessary) and manage subcontractors. The City retains the right to approve/disapprove of subcontractors selected by the Proposer for this Project. Provide names, addresses, telephone numbers, background qualifications and the scope of services that will be provided by all subcontractors proposed to be used.

The submittal is to list job classifications and anticipated task for each job classification, as well as anticipated hours for each task.

The following are to be addressed in this section:

- Demonstrate experience needed to successfully complete the Project.
- Provide references with emphasis on the completion of projects related to painting masonry walls, monument signs and other structures with similar challenges.

- Ability of project team to perform the proposed work within the time limits of the Project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.

A4. References

Proposer must submit information substantiating its recent experience in successfully providing painting of structures similar in size, complexity, and nature of the services required of this Project, including a minimum of three client references with contact information. List references for the similar projects including the project name, project description, name and contact information of agency's project manager, and the date of completion. Indicate your firm's specific responsibilities, total project cost for each of the projects and the percentage of work for which your firm was responsible. Give a brief statement of your firm's adherence to the schedule, budget and construction estimate for each project.

A5. Detailed Work Plan and Project Understanding

The Proposer is to provide their understanding of the needs and requirements of the Project, in compliance with the attached specifications, by preparing a proposed Work Plan to meeting the project goals, objectives and schedule. In this section, the Proposer is to describe his understanding of the goals and objectives of the Project by defining their approach. Include a list of work tasks necessary to complete the services and their descriptions.

The Proposer is to explain their approach to the prep and painting process. Alternative approaches to the Project will also be evaluated if a rationale is given for the suggested changes.

The Proposer is encouraged to visit the project site prior to preparing Proposal.

Identify all key team members, including subcontractors, in a work chart, including their name, title, hours per task, hourly rate, total hours, and percentage of work by task.

A6. Construction Schedule

Proposer is to detail in their schedule the time required to complete each task in the scope. Moreover, the Contractor is to provide an estimate of the amount of time each job classification (including all subcontractor) will devote to each task. Show tasks, phases, durations, milestones, assignments, critical paths, and other relevant data, including stated assumptions, inclusions, and exclusions.

A7. Other Information

Proposer may use this section to include additional information that might aid the City’s Selection Committee in determining the Proposer’s qualifications for the Project and evaluating its approach to the scope of services.

B. Cost Proposal Submittal (must be in a separate sealed envelope)

A Cost Proposal along with a rate schedule shall be submitted with the Proposal. **This Cost Proposal shall be submitted with the Contractor’s completed Bidder’s Book (pages 8 through 28 of the attached specifications).**

This section of the submittal must be submitted separately in a sealed envelope marked “Cost Proposal for Lawler Ranch Masonry Wall and Monument Sign Painting Project” with name of firm in the lower left corner of the envelope and should provide a full description of the expected costs for the work described in this RFP. Contractor is to provide an estimate, including the name of any individual that will work on the Project, of the amount of time (person hours) that will be devoted to each task for all staff of both the Contractor and all subcontractor. Also include the hourly rate of each individual and amount of reimbursable expenses. This section is to demonstrate the anticipated levels of effort and an understanding of the resource needs for the Project.

Cost Proposal will remain sealed until after the Selection Committee has completed their ranking evaluation of all proposals.

6. PROPOSAL EVALUATION AND RATING CRITERIA

The City’s evaluation team will review each Proposal for completeness and contents, and will be evaluated and scored on a 100-point total basis using the below criteria to determine which Proposal provides the best value and is the most beneficial for the City and Project. Points will be awarded based on the information provided in the Proposal and relative to meeting the City’s best interest.

- Qualification and experience of the firm 0 - 10
- Qualifications and experience of key personnel 0 - 15
- Demonstrated success with completing similar projects 0 - 20
- Perceived ability to perform work in a timely and cost effective manner 0 - 15
- Proposed work approach and understanding project 0 - 35
- The responsiveness and overall quality of Proposal 0 - 5

If deemed necessary by the City’s Selection Committee, oral interviews will follow the evaluation of the proposals. The selection of firms for oral interviews will be based on the ranking given by the Selection Committee after reviewing the submitted proposals. The City

may conduct interviews with some or all of the firms who submit proposals, or it may complete its evaluation based on the proposals alone.

The City reserves the right to seek supplemental information or clarifications from any Proposer at any time after review of the Proposals and before award of any Agreement, and to allow corrections of errors or omissions.

Moreover, the City reserves the right to accept or reject any or all proposals. The lowest proposal may not necessarily be accepted, rather will be analyzed to determine the best overall value to the City.

Negotiations

The City will negotiate with the first-ranked Contactor to secure an agreement. If negotiations with the first-ranked Contractor are unsuccessful, negotiations will be formally terminated and staff shall then begin negotiating with the next ranked Contractor. This process shall continue until an agreement is secured.

The City reserves the right to reject any and all Proposals received, and to reissue a new RFP. Moreover, the City reserves the right to cancel the Project at any point and pay Contractor only for costs incurred to that point and for work completed which is usable by the City as determined by the City.

The City also reserves the right to award subsequent contracts for additional work to the selected Contractor (if a selection is made) or to another Contractor who has submitted a Proposal for this solicitation.

The prospective Contractor is advised that the contract will not be in force until it is approved and fully executed by the City of Suisun City. The Contractor will be required to satisfy all insurance certification and Suisun City Business License requirements prior to the City's issuance of a Notice to Proceed. Work done before issuance of a Notice to Proceed cannot be billed to the City.

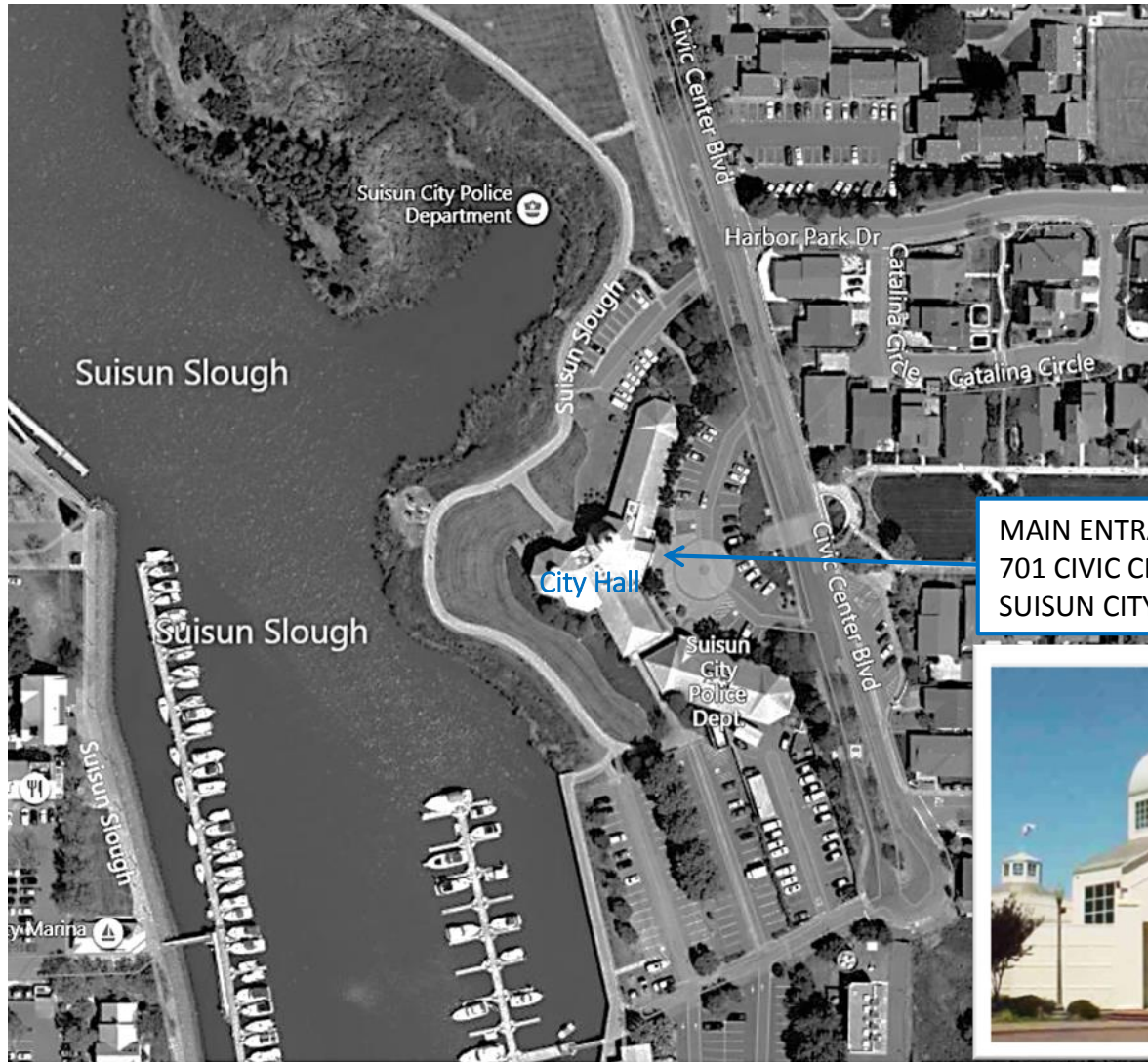
7. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

While this design work is not subject to 49 CFR Part 26, entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs", Proposers are encouraged to take reasonable steps to ensure that Disadvantaged Business Enterprises (DBE) subcontractors have an opportunity to augment the Proposer's team.

ATTACHMENTS

1. Main Entrance to City Hall Map
2. Specifications

MAIN ENTRANCE TO CITY HALL MAP
Lawler Ranch Masonry Wall and Monument Sign Painting Project



MAIN ENTRANCE TO CITY HALL
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CA 94585

