

 <p>Griffin Structures, Inc.</p>	<p>REQUEST FOR PROPOSALS</p>	 <p>Jurupa Area Recreation and Park District</p>
<p>MATERIAL TESTING AND INSPECTION SERVICES FOR JURUPA AREA RECREATION AND PARK DISTRICT VERNOLA FAMILY PARK EXPANSION AND COMMUNITY CENTER</p>		

Owner: Jurupa Area Recreation and Park District (JARPD)

Construction Manager: Griffin Structures, Inc. (GSI)

Design Team: RJM Design Group, Inc. (Landscape Architect), James Mickartz Architect (Architect), Civtec (Civil Engineer), ADS Consulting Engineers (Structural Engineer), Engineous Group, Inc. (Electrical Engineer)

Geotechnical Engineer: Krazan & Associates, Inc.

General Contractor (GC): AMG & Associates, Inc.

Proposal Date Due: October 31st, 2019 by 12:00PM

INTRODUCTION

Jurupa Area Recreation and Park District is seeking a qualified firm to provide material testing and inspection services necessary for the construction of the Vernola Family Park Expansion and Community Center located in Jurupa Valley, CA.

Vernola Family Park Expansion and Community Center

The Vernola Park Expansion and Community Center project will be built in the City of Jurupa Valley, California. The project is located at the northwesterly corner of Shearwater Drive and Wineville Avenue. The project site comprises of approximately 8.8 acres and consists of a new single-story community center and building amenities will include multi-purposes rooms, staff offices, restrooms, kitchen, electrical room and storage areas. The project will also include an asphalt paved parking lot, landscaping and asphalt paved area and bio-retention basins. The building element consists of a pre-engineered steel frame supported on a shallow foundation system. Please reference all drawings, specifications, and geotechnical reports.

SCOPE OF WORK

JARPD is seeking a material testing and inspection firm with a record of quality work, timely completion and competitive pricing. The selected consultant firm is expected to perform the necessary material testing and inspections according to current codes and regulations.

The selected consulting firm must have sufficient resources to complete the scope of work in a timely manner and must demonstrate a high level of commitment to the goals and objectives of JARPD. The selected consulting firm will be responsible for the observation and materials testing of following as a minimum.

- Foundations
- Concrete walkway and base slabs (over 3,000 psi)
- Shotcrete
- Reinforcing steel
- Epoxy dowel/anchoring
- Miscellaneous steel
- CMU
- All other structural elements requiring observation and testing
- Laboratory and all related documentation and project management

Note: This is a prevailing wage project and Certified Payroll Reports will be required on a monthly basis as a condition of payment.

The selected consulting firm shall meet with the JARPD General Manager, Griffin Structures, AMG & Associates, and the Architect/Engineering team prior to commencing work.

The selected consulting firm will enter into an agreement with Jurupa Area Recreation and Park District.

PROJECT SCHEDULE

October 31, 2019	RFPs due by October 31 st , 2019 delivered to JARPD by 12:00PM
November 2019	Evaluation of process
November 2019	Selection of Consultant
November 2019	Agreement signed by Consultant
November 2019	JARPD, GC, and GSI meet with Consultant and Consultant begins work on the project.

PROPOSAL FORMAT

Please include the following in your Proposal:

1. **Introduction.** Describing the Consultant's understanding of the Project.
2. **Experience.** The firm's history and capabilities, including specific information regarding the firm's previous experience and the Consultant's ability to complete the project in a timely professional manner.
3. **Project Approach.** How the firm will proceed including a timeline with major milestones.
4. **Resumes.** Key personnel who will be assigned to the project including their education, engineering licenses, qualifications and experience as applicable.
5. **Cost.** Total not to exceed cost to complete the Project.
6. **References.** Names, addresses and telephone numbers of three former clients who have contracted with the firm for services similar to those described in the proposal.
7. **Signature.** The proposal must be signed by a person who is authorized to negotiate and execute contracts on behalf of the Consultant.
8. **Format.** The proposal is to be printed on 8.5" x 11" paper and bound (a staple is fine). Three (3) copies of the proposal are to be submitted. Limit proposals to 20 pages.

SELECTION PROCESS

Proposals will be reviewed by a Selection Committee made up of Griffin Structures Inc. and Jurupa Area Recreation and Park District. Complete proposals will be evaluated on the basis of the information submitted, the proposed course of action and approach, the previous experience of personnel, relevance of the firm's previous experience, the favorable responses from references and the Project cost.

Note: Due to the anticipated range of services and hours being proposed, the Selection Committee reserves the right to award the contract based on the most competitive rates offered to complete the required scope of work.

COST PROPOSAL

The Consultant shall provide a total fee for the project in a **separate, sealed envelope**. The actual dollar fee paid to Consultant shall be at a “Not to Exceed” amount. The Consultant’s cost proposal shall include all fees paid to Consultant’s subconsultants if any such subconsultants are required. The cost proposal shall be submitted in a sealed envelope, clearly marked on the outside “**COST PROPOSAL FOR MATERIAL TESTING AND INSPECTION SERVICES FOR JURUPA AREA RECREATION AND PARK DISTRICT– VERNOLA PARK EXPANSION AND COMMUNITY CENTER PROJECT**” and the name of the consulting firm.

The cost proposal shall include:

- Fully burdened labor costs broken down for each task for field, laboratory, and office administration functions.
- Labor rate schedule in effect for the project duration. **No escalation shall be allowed.**

In addition to the not to exceed fee for the project, Consultant shall provide a schedule of hourly billing rates for the various levels of staff who may participate in the project, should the need for extra services arise. These fees will be considered when evaluating award of the contract. No additional markup will be allowed on fees quoted.

Payment to the Consultants shall be made on a monthly basis and shall be based on actual hours worked during the month. Consultant shall not be reimbursed for travel expenses associated with work on this project unless The Trust for Public Land specifically authorizes certain out-of-town travel. Travel to client’s offices, the site, similar projects, material manufactures, and jurisdictional agencies are not considered “out of town” travel.

The proposal should provide a list of reimbursable expenses the Consultant will submit as part of their work on the Project, including any overhead and markup.

PROPOSAL SUBMITTAL

Three (3) hard-copies shall be received no later than **12:00PM on October 31, 2019**. Late proposals will be considered as non-responsive and returned.

Proposals shall be sealed with the following clearly marked on the outside:

COST PROPOSAL FOR MATERIAL TESTING AND INSPECTION SERVICES FOR JURUPA AREA RECREATION AND PARK DISTRICT – VERNOLA PARK EXPANSION AND COMMUNITY CENTER PROJECT

Note: Proposals and all correspondence shall be submitted to:

Jurupa Area Recreation and Park District
8621 Jurupa Road
Jurupa Valley, CA 92509
Attn: Mr. Colby Diuguid
(951) 305-4912
E-mail: colby@jarpd.org

GENERAL TERMS AND CONDITIONS

1. Each firm shall be responsible for examining this Request for Proposal (RFP), field inspecting the existing and proposed park sites, submitting its proposal complete and in conformance with these instructions.
2. Cost of preparation for proposals will be borne by the individual firm. The preparation of the proposal, including visits to the site prior to submittal of the proposal, shall be at the expense of the Consultant.
3. No telephonic, telegraphic, electronic, or fax proposal shall be accepted.
4. This request does not constitute an offer of employment or to contract for services. No representation is made hereby that any agreement will be awarded pursuant to this RFP, or otherwise.
5. Jurupa Area Recreation and Park District reserves the option to reject at any time any and all proposals, wholly or in part, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items received by any reason of this request.
6. Jurupa Area Recreation and Park District reserves the right to award the contract to the firm who presents the proposal which, in the judgment of the Selection Committee, best accomplishes the desired results.
7. All proposals shall remain valid for ninety (90) days following the submittal date for proposals.
8. Selection of a firm will require the proof of adequate general liability/auto liability insurance, professional liability, errors and omissions, and worker's compensation insurance.
9. Exceptions – Jurupa Area Recreation and Park District reserves the right, without obligation, to grant exceptions to the RFP. However, the Consultant must note any exceptions, and reasons, in their proposal. Exceptions taken will be considered during the evaluation process.

PLANS AND SPECIFICATIONS

Responders may view and/or obtain a copy of the Plans and Specification directly from the Submittal Exchange Plan/Bid Room. Upon payment of the purchase price, the Contract Documents become the property of the purchaser and may not be returned for a refund.

<https://www.submittalexchange.com/planroom/bid.aspx?project=JARPDVernolaFamily&log=Planroom>

ATTACHMENTS

1. Draft Schedule (Actual Schedule to be provided by the General Contractor)

MISCELLANEOUS

Contract Requirement - The Consultant to whom the contract is awarded shall execute a written agreement with Jurupa Area Recreation and Park District prior to notice of the award. The consultant warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, and materials to carry out and complete the work hereunder in compliance with all applicable federal, state, county, and City laws, ordinances, statutes and regulations.

Contract Assignment - The Consultant shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract, to any individual or business entity of any kind without prior written consent of The Trust for Public Land.

Communications Regarding RFP - If a Consultant is in doubt as to the true meaning or intent of any part of the RFP, or discovers discrepancies in or omissions from the RFP, it may submit a written request for an interpretation or correction thereof to Robert Godfrey, Project Manager, Griffin Structures, Inc., or Sally Armanious, Project Manager, Griffin Structures no later than five (5) working days prior to the submittal date (e-mail: rgodfrey@griffinstructures.com or sarmanious@griffinstructures.com). Interpretation or correction of the RFP shall be made only by addendum duly issued by Jurupa Area Recreation and Park District. A copy of any such addendum will be e-mailed or delivered to each person receiving the RFP, and such addendum shall be considered a part of the RFP and shall be incorporated therein. All timely requests for information submitted in writing will receive a written response from Jurupa Area Recreation and Park District. Telephone communications with members of JARPD's staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on JARPD.

Ownership of Reports and Data - The originals of all studies, reports, exhibits, documents, data and/or other work material(s) prepared and/or used to comply with any section/condition of this RFP, including any copies of same required by the agreement to be furnished to Jurupa Area Recreation and Park District, shall become and remain the

property of JARPD.

Modification or Withdrawal of Submittals - Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified proposal must be received by the time and date originally specified.

Property Rights - Proposals received within the prescribed deadline become the property of TPL and all rights to the contents therein become those of JARPD.

Confidentiality - Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential or portions of the proposals will be regarded as non-effective and will be disregarded.

Amendments to Request for Proposals- JARPD reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

Non-Exclusive Contract - JARPD reserves the right to contract with other firms during the contract term or to issue multiple contracts for individual aspects of the project as may be deemed in the best interests of JARPD.

Non-Commitment of District - This RFP does not commit JARPD to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. JARPD reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of JARPD to do so.

Inspections

JARPD or its designees reserves the right to inspect the work being done by Consultant and/or Consultant's subcontractors at any time.

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