



CITY OF CUPERTINO

REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT SERVICES

FOR THE

Library Expansion Project

RFQ Issue Date:
December 4, 2019

Submittal Due Date:
2:00 P.M. (PST) Tuesday, January 22, 2020

OFFICE OF THE DIRECTOR OF PUBLIC WORKS
CITY HALL • 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
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REQUEST FOR QUALIFICATIONS CITY OF CUPERTINO

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1. DESCRIPTION

The City of Cupertino invites Statement of Qualifications (SOQ) submittals from qualified consultants to provide construction management services for the Cupertino Library Expansion project.

Statement of Qualifications submittals are due no later than 2:00 p.m. (PST) January 22, 2020. Late submittals will be *immediately* considered non responsive without further review and eliminated from consideration. Please submit three (3) printed and bound copies (8 1/2"x11") and an electronic copy in pdf format on a USB drive.

Qualifications may be mailed or delivered to

City of Cupertino,
City Hall, Public Works Department,
10300 Torre Avenue, Cupertino, CA 95014,
Attention: Michael Zimmermann, CIP Manager,
**Labeled: Construction Management Services for the Cupertino Library
Expansion Project**

Questions may be directed to Michael Zimmermann, CIP Manager, at 408-777-3248 or via email, michaelz@cupertino.org

A non-mandatory pre-proposal meeting is scheduled at 10:00 a.m. on January 14, 2020, at the Cupertino Community Hall located at 10350 Torre Avenue, Cupertino CA 95014

2. PROJECT ADMINISTRATION

The contract will be issued by the City of Cupertino, Department of Public Works. A sample of the Professional Consultant Services Agreement is included in Attachment A for your review.

Cupertino's Public Works Project Manager will supervise the Construction Management firm and manage this project. The selected consultant is expected to maintain key staff on the project as necessary. Consultant shall also provide all transportation and communication requirements for their own personnel. The City will provide one office space available for the consultant's use during construction.

3. GENERAL PROJECT INFORMATION

Project Background

Completed in 2004 the Cupertino Library has enjoyed a level of success that is unmatched with any library in the Santa Clara County Library System. The library was visited by over 904,000 people in FY 2018/19 and this is expected to increase to over 980,000 visitors by the end of FY 2019/20. Due to the ongoing popularity of the library, expansion of the library has been a goal of the City of Cupertino since 2012.

At 54,000 sf the existing library is the second largest library in the district. It contains over 330,000 volumes and has a circulation of 2.5 million items. Although this is one of the larger libraries it does not have a dedicated Program Room and does not have enough seating during peak periods. The proposed project will expand the size of the existing Story Room and will create a multi-purpose Program Room. The new Program Room can be partitioned into smaller rooms allowing for simultaneous use of the rooms by multiple users.

The proposed project is envisioned to be a two-story addition at the southern end of the building. The existing 1,175 sf single story Children’s Book area will be demolished and replaced with a new 5,626 sf two story addition that will connect to the existing structure.

The project presents many challenges including a constrained site (poor access, insufficient staging and laydown area, congested parking lot adjacent to the site), utility relocations, constructing the project while seismically bracing the existing structure and keeping the library in service. Project delivery is anticipated to be design build (DB).

Project Schedule

The City has completed a programming effort and has developed a preferred concept. Concurrent with this solicitation the City will be seeking a qualified architectural firm to provide bridging architectural design services.

The general project timeline for this project is as follows:

Date	Milestone
Statement of Qualifications Due -	January 22, 2020
Select CM Firm -	February 5, 2020
Execute Agreement with DB Firm -	July 2020
Construction Begins -	August 2020
Construction Complete -	September 2021 –

4. SCOPE OF SERVICES

The selected consultant shall provide all construction management personnel, specialty inspection and testing services necessary for the project. The construction management services will start with advisory input into the selection of a qualified architectural firm, the review of the bridging documents and continue through the completion of the construction phase and building commissioning. Specific services anticipated include but not limited to the following:

- Assignment of a Construction Manager for the duration of the project. The CM shall have relevant building construction management experience with DB experience preferred. The CM will be the City's primary representative with the design-build firm and the party responsible for administering the construction contract for the City.
- Coordination with City staff, library staff and members of the public during construction. Specific work includes coordinating the timing of work, minimizing the impacts to the library, the parking lot, ingress and egress to the site by the contractor and communicating work plans to interested parties as well as responding to interested parties about the project.
- Take a lead role in the preparation of documents required for a Request for Qualifications for Design Build Proposal.
- Assist the City as required in the review and selection process for a "Design-Build" team.
- Assist the City as required in the negotiations with the Design-Build team.
- Provide document management
- Provide document quality check
- Review construction documents for conformance with the bridging documents.
- Provide independent construction estimating and value engineering
- Provide management of the construction process
- Find and efficiently mitigate construction document conflicts
- Review, log and track: submittals, shop drawings, Requests for Information (RFI), Contract Change Orders (CCO), Requests for Quote (RFQ) and other documents
- Provide day-to-day inspection of construction work to ensure compliance of construction work with construction documents
- Manage budget and oversee contractor construction costs
- Provide schedule monitoring; prepare As-Built/Time Impact Analysis (TIA) for CPM schedule
- Oversee compliance with permits, regulations, mitigation measures and other requirements

- Provide and coordinate testing and special inspections and outside agency inspections and approvals
- Negotiate and execute field changes and change orders
- Document prevailing wage and labor compliance issues
- Provide claims avoidance and claims resolution
- Manage schedule and ensure timely performance and delivery of project
- Provide construction phase record-keeping including file maintenance and management (may include digital documentation)
- Provide quality control
- Coordinate project commissioning Services when required
- Record Drawing verification

5. CITY'S RESPONSIBILITIES

To support the construction, the City will:

- Designate a project manager and/or city representative for the project
- Advertise RFQ for Design-Build proposals and award project
- Prepare and execute the contract with the design-build contractor selected pursuant to the bid process
- Issue payments to the design-build contractor, after acceptance by construction manager
- Authorize construction change orders prepared by construction manager

6. PROPOSAL REQUIREMENTS

The qualifications submittal shall not exceed fifteen (15) sheets of paper (30 pages double sided), excluding table of contents, cover letter, resumes for key personnel, and any promotional materials. The City prefers a quality submission over quantity and succinct, responsive proposals are welcomed. **Submissions will not be returned.**

Please prepare your proposal in accordance with the following requirements:

Cover Letter

The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to providing Construction Management services to the City of Cupertino for this project, point of contact, phone number, e-mail, and ***including a statement that the Consultant accepts the attached City of Cupertino standard single project agreement, including specifically listing City's Indemnification requirements and insurance coverage requirements, without modification.***

The person authorized by the firm and/or team to negotiate a contract with the City shall sign the cover letter.

Proposal

- A. Provide brief introduction to project team and overall summary of qualifications and interest for this project. Identify prime consultant(s) and any subconsultants.
- B. Business type (corporation, partnership, sole proprietorship) firm's organization structure, background, and recent experience with public works and design-build projects in California, particularly in the City of Cupertino and the San Francisco Bay Area.
- C. Location of the office(s) where the services are performed
- D. Principal staff involved in public projects, role of each, and key personnel resumes including license number(s). Relevant information includes related public sector experience; dates, approximate project cost and project duties/responsibilities. Firm personnel shall be referenced to personnel resume included in an appendix.
- E. For each key team member, provide at least three references (names and phone number) from work within the past five years that is similar to this project. Include a brief description of the work associated with the reference and the role of the respective team member.

The City expects key team members to remain on the project throughout its duration. Replacement of key team members will not be permitted without prior consultation and approval by the City, unless the circumstances are beyond the consultant's control. Describe any workload/availability issues for proposed key personnel that would be assigned to the project.

- F. Provide a minimum of (5) project examples in the past three (3) years that best represent the firm's qualifications and capabilities. Information regarding the project location, short description, firm scope of services, firm project manager, subconsultants, project budget, and final construction cost is required along with a single client contact for each.
- G. Provide a rate schedule for personnel classifications for all firms included in your proposal. The schedule must include a breakdown of all components of cost: labor base rate, other direct costs, overhead, and fee. Consultant shall comply with California Prevailing Wage legal requirements, as applicable.

The City reserves the right to reject any or all submittals, waive any irregularities, and select firms which, in its opinion, best serve the City's interests. **The Consultant is responsible for *all* costs associated with the Statement of Qualifications submission.**

7. SELECTION PROCESS

- A. The City qualifications review panel will assess each SOQ submission according to Attachment C, Consultant Rating Form.
- B. The shortlisted firms will be asked to be interviewed to determine the highest qualified firm. The City will determine the shortlisted firms and provide interview invitations by January 29, 2020. Interviews are currently scheduled for February 5, 2020.
- C. Candidates will be expected to make a 15-minute oral presentation of the firm's credentials, experience and understanding of the projects. An additional 30 minutes will be reserved for a question and answer period conducted by the selection panel.
- D. Based on their presentation and professional expertise, the firms will be ranked by the interview panel.
- E. Contract negotiations between the City Staff and Consultant will begin with the top-ranked consultant. If the City is unable to reach a satisfactory agreement with the initial Consultant for project services within 15 working days, the City may begin negotiations with the next ranked Consultant and so on until a satisfactory agreement is reached.
- F. Upon reaching a satisfactory agreement for consultant services, the agreement will be forwarded by City Staff and recommended to the City Council for approval.
- G. The City reserves the right to require additional information from the consultant candidates, which supplements and/or explains the submitted materials.
- H. Rejection of RFP.
 1. The City reserves the right to reject any and all consultants.
 2. Basis for Rejection
 - a. Contains false or misleading statements.
 - b. Not in the format described under item 4.
 - c. Is unsigned.
 - d. Received after due date and time.
 - e. The City retains the right to waive minor irregularities in the statement format.

8. SELECTION CRITERIA

Some of the criteria for selection of the consultants are listed below, not necessarily in order of importance:

- Prior experience performing similar work
- Experience with the design-build delivery method
- Success and range of experience in previous projects, especially projects of similar scope, including quality of work, success in meeting project deadlines, success in meeting project budget, and related criteria
- Qualifications of key staff persons who will carry out the work
- Work program for carrying out the assignments and ability to adhere to schedules and budgets
- Ability to adapt to changes and factors throughout the process that may affect the project outcome
- Ability to resolve construction issues and unanticipated field conditions efficiently and equitably while maintaining design integrity and avoiding legal disputes or cost overruns
- Special knowledge material to the projects and their execution; such as experience with:
 - DB delivery
 - DB negotiations
 - Public buildings – new construction and expansions
 - Projects located in active areas
 - Cost estimating and value engineering
 - Transition planning and oversight
 - ‘Green’ and sustainable design with the incorporation of recycled/adaptively re-used materials
 - Constrained sites
 - Underground utilities
- Experience and quality of subconsultants if utilized
- Experience in working successfully with agencies and regulators having jurisdiction over the projects
- Experience in Cupertino and the south San Francisco Bay area
- Firm organization and location
- *Ability to accept the City's Indemnification Indemnity requirement and to provide general and professional liability insurance in the required amounts, both as specified in the sample agreements*
- References and recommendations

9. SCHEDULE FOR PROPOSAL PROCESS

Issue Request for Qualifications -	December 4, 2019
Pre-Proposal Conference -	January 14, 2020
Deadline to submit SOQ -	January 22, 2020
Evaluation of SOQ's Complete -	January 29, 2020
Interviews of Selected Firms -	February 5, 2020
Contract Negotiations with Selected CM -	February 2020

10. FEES

Consultant fees shall be negotiated and established on a time and material basis with a not to exceed amount, supported by an agreed schedule of rates and mark-up. Consultant's proposal shall include a **detailed cost breakdown of the total proposed fee, including any subconsultant work, by proposed hours and rates, broken down by task, and any additional costs anticipated to complete the project.**

Progress invoices will be paid on a monthly basis related to the progress of the work. Fees for sub-consultants involved in this project hired by the consultant shall be approved by the City in advance of incurring such fees.

11. CONTRACT REQUIREMENTS

Once project scope and fee are negotiated, the Consultant shall execute a standard City of Cupertino standard single project agreement which defines basic contractual relationships with attachments that specify the scope of services, compensation schedule, and deliverable schedule. A sample City standard single project agreement is attached to this RFQ as "Attachment A". *Please note that the indemnity and insurance requirements are identified in the agreements and must be accepted without modification.*

- a. *The Consultant must specifically agree, in writing, to accept the standard single project agreement and the master agreement, including specifically the City's Indemnification requirements and insurance coverage requirements, without modification, in the SOQ submission cover letter (8a) or in the SOQ. Firms failing to provide this statement shall be considered 'non responsive' and eliminated from further consideration.*

Business License Requirements: The consultant and their subconsultants must hold or obtain business licenses in the City of Cupertino for any work within City limits, if the

City of Cupertino is the only business within the City of Cupertino, no business license is required, per City of Cupertino municipal code.

The construction management firm selected by the City to perform construction management services shall not be considered nor shall they participate on a Design-Build team.

12. ATTACHMENTS

The following attachments are provided with the RFQ package:

ATTACHMENT A: Sample Single Project Agreement

ATTACHMENT B: Site Plan

ATTACHMENT C: Floor plan (Conceptual Only)

ATTACHMENT D: Project Rendering (Conceptual Only)