



CITY OF HALF MOON BAY

**Request for Proposals
Public Works Services**

RFP Issue Date:

July 24th, 2012

Proposal Due Date:

August 17th at 5:00 PM PDT

City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94403
www.hmbcity.com

Katie Crowder
Assistant to the City Manager
katiec@hmbcity.com
(650) 726-8910



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INTRODUCTION

The Community

Incorporated in 1959 as a General Law city, the City of Half Moon Bay is a coastal community of approximately 13,000 residents located 25 miles south of San Francisco. There is a rich culture of different traditions and multi-generational families who have lived in Half Moon Bay for well over 100 years. In any given neighborhood you will find farmers, high tech entrepreneurs, and artists living together.

There is much to celebrate about Half Moon Bay including its scenic beauty, downtown charm, and active community. Recent City Council decisions support the long-term fiscal health of the community and ensured the City's ability to provide community services. Most notably, over the past three years a new and united City Council brought in new management and moved to become a contract city where the majority of services are provided through contracts and shared services agreements.

In response to significant budget impacts and revenue declines starting in 2008, the City's operating expenditures have been reduced by 20% (\$2.4 million) and the number of direct employees has been reduced by approximately 75% to 14.6. Contract services are the primary factor in achieving these budget saving. To maintain, and in some cases increase service levels while still reducing the total cost of these services, the City now contracts for law enforcement, recreation, engineering, code enforcement, building plan check and building inspection services.

Purpose of the RFP

The City of Half Moon Bay invites consultants to submit a proposal to provide professional public works services that include engineering, building inspection, code enforcement and building official services.

SCOPE OF WORK

The proposal shall cover the following public works services areas:

Engineering Services

- Capital Improvement Program Services
- NPDES related services
- Solid Waste Annual Reporting and Recycling Coordination
- Development Reviews
- Street Maintenance Management
- Miscellaneous Public Works Field Services

Building Inspection, Code Enforcement and Building Official Services

- Building Inspection
- Plan Review Services
- Counter Services
- Code Enforcement Services
- Building Official Services

Engineering Services

Engineering Staffing Model

City Engineer has oversight of Capital Improvement Program planning, Transportation, Traffic, Utilities, Sanitary Sewer, Storm Drainage Systems, Subdivision and Development Reviews, Technical Reports, National Pollutant Discharge Elimination Systems (NPDES), and Federal Emergency Management Agency FEMA related services. The City Engineer assists the City with recommendations regarding management of its public service infrastructure, right-of-way management and oversight of services provided by the Sewer Authority Midcoast (SAM) and public utility owners. In addition to obtaining and managing grant funding, the City Engineer is also responsible for the following:

- Provide contract services for City Engineer for 30 hours a week. A minimum of twenty hours a week should be on site for oversight and supervision of the day-to-day operations of the department and provide engineering related services. Attend weekly development review and executive team meetings.
- Identify and provide other contract professionals to the City as needed.

Capital Improvement Planning

Provide engineering services for the permitting, design, construction, and project management for the City's CIP program. Some of the ongoing projects will include the following:

1. Main Street bridge replacement
2. Street resurfacing
3. Pedestrian/bike trail expansion
4. Develop CIP projects for future years
5. Monitor dry and wet weather sewer flows to solid waste treatment plant
6. Sewer system and Pavement Management Master plans
7. Implement the City's adopted Capital Improvement Program (CIP)

NPDES

Provide oversight and management of all NPDES related programs and initiatives including the tracking, management and implementation of NPDES requirements.

Solid Waste Reporting and Recycling

The City contracts with Allied Waste Services for solid waste and recycling. Coordinate all solid waste reporting. Act as the City's recycling coordinator for all recycling related issues, including but not limited to:

1. Monitor Citywide Recycling Hotline and serve as City Representative to the general public
2. Prepare City Council reports for waste hauling and recycle related issues
3. Prepare annual report for solid waste reduction rate for California Integrated Waste Management Board to achieve a minimum source reduction rate of 50%

Development Reviews

Provide Public Works related reviews of development applications, recommend conditions of approval and identify needed studies. Review subdivision maps, improvement plans, and construction inspections as needed.

Street Maintenance Management

Provide professional services for street maintenance management, including studies, design, and construction contract administration.

Miscellaneous Public Works Field Services

Provide miscellaneous public works field management services as needed.

Building Inspection, Code Enforcement and Building Official Services

Building Inspection

Provide inspection services by a properly certified building inspector as needed and be available to answer counter and telephone inquiries. Average workload includes 15 hours a week on site at City Hall and 5 hours a week in the field as workload dictates.

Prior to the commencement of work, research the policies and special code interpretations of the City for purposes of consistent application and public relations. All inspections will ensure compliance with current building codes.

Plan Review Services

Provide timely and competent plan reviews, with prompt responses and online status reports. For example, upon receipt of a complete application package, perform plan review within ten working days of initial review, and perform re-check within five working days for all applications, except for complex commercial projects requiring plan review within 15 working days of initial review, and re-check within ten working days.

Review all documents for compliance with building codes, structural safety, energy conservation standards, State Accessibility regulations, and local ordinances as indicated below, including but not limited to;

- 2010 California Building Code, Volumes 1 and 2 as adopted by the State of California
- 2010 California Electrical Code as adopted by the State of California
- 2010 California Plumbing Code as adopted by the State of California
- 2010 California Mechanical Code as adopted by the State of California
- 2010 State Historical Building Code
- 2010 California Energy Code
- Green building and residential codes
- City adopted ordinances and amendments relative to building and municipal codes, including project Conditions of Approval from other City departments, divisions, regulating agencies and jurisdictions

Counter Services

Provide Counter Technician Services 20 hours a week to coordinate permit process, from plan check submittal to issuing the permit, and act as a liaison between departments, expediting reviews from other departments, routing plan checks from the Building Division to other City departments and outside agencies.

Code Enforcement Services

Provide Code enforcement service a minimum of eight (8) hours a week and be on site at City Hall on Thursday mornings. Code enforcement activities are complex and require sophisticated problem solving and coordination with a variety of departments

such as planning, public works and City Attorney. Code enforcement activities also require detailed project tracking and instantaneous follow up.

Building Official Services

Manage, direct, and coordinate the City's plan check and inspection activities, including counter technician services, over-the-counter plan review, plan checking services, inspection of buildings, new construction for fire safety, and the enforcement of a variety of municipal codes and regulations. Provide Building Official services and oversight, on an as-needed basis. The Building Official will supervise subordinate inspectors, assist with over-the-counter plan checking, provide direction to technical and clerical positions, coordinate plan review services off-site, and provide leadership and expert technical guidance to the Department's staff.

SUBMITTAL OF PROPOSALS

Proposal Content

The proposal should not exceed a total of 15 pages.

- 1) Provide the firm's profile and qualifications, including specific experience providing engineering and public works related services for municipalities.
- 2) Identify the project manager and key staff members who will be assigned to the project; including qualifications and relevant experience for the identified team members.
- 3) Provide a work plan that indicates the firm's ability to meet the requirements of the RFP as outlined in the scope of work. The plan should be simple, easy to read and follow and address the major task areas in the scope of work of this RFP.
- 4) Based upon the scope of work included, provide a description of a project budget for each area listed below. Itemize the project budget to the extent possible including; monthly estimated hours, total monthly cost for services, classifications of individuals working in that project area, and hourly billing rates.
 - Engineering services
 - Building inspection services
 - Code enforcement services
 - Building official services

The City requests that all overhead/indirect costs be reflected in your rate such Support staff, travel, training, billing/invoicing, equipment/supplies, rent/utilities, etc and should not be billed directly.

- 5) Provide a list of all staff that includes position classification, hourly rates and estimated monthly hours dedicated to each professional service. If there are additional expenses, please provide an itemized list of those expenses.
- 6) If services are provided by subcontractors and/or partners, please provide information regarding the use of any subcontractors and/or partners including hourly rate and monthly estimated hours.
- 7) Please describe how you will provide services during and immediately after any natural or other type of disaster such as major flooding, tsunami or earthquake.
- 8) Provide a detailed list of any additional services that are available for contract with the City.
- 9) Provide complete contact information for a minimum of three recent clients for whom similar services the firm has performed.
- 10) If there are additional expenses that the City may incur because of a contract relationship that are not referenced please provide a detailed list of those expenses.

Submittal Location and Deadlines

Interested firms should submit an electronic copy of their proposal by email by Friday August 17th 2012 at 5:00 PM PDT to Katie Crowder, Assistant to the City Manager, katiec@hmbcity.com. Additional contact information is available on the cover page of this document.

Additional Submittal Information

The City assumes no responsibility for submission delays. All costs incurred during proposal preparation or in any way associated with the consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the consultant. If awarded a contract, the consultant shall maintain insurance coverage, including worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

SELECTION PROCESS

Evaluation Criteria

Proposals will be evaluated based upon, but not limited to, the following criteria in priority order:

- Professional qualifications and experience of the key personnel assigned to the project
- Firms expertise, competence and experience with similar projects
- Proposed budget
- Demonstrated ability to work effectively with City staff and representatives
- Firms understanding of the Half Moon Bay community and community needs
- Firms experience with projects within the purview of the Coastal Commission
- Oral interview
- Availability of additional services
- References

If necessary, an interview may be scheduled for the week of August 27th 2012.

Non-Obligation

The City retains sole discretion to evaluate proposals and may make an award to the consultant the City deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered.