



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center & Gardens  
570 West Avenue Twenty-Six, Suite 100  
Los Angeles, California 90065

**May 16, 2011**  
**REQUEST FOR QUALIFICATIONS**  
**FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**  
**FOR THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY**

The Mountains Recreation and Conservation Authority (MRCA) is inviting Statements of Qualifications from construction management firms for construction management services relative to park capital improvement Design-Bid-Build projects. Services shall consist of assistance to the MRCA during pre-construction, procurement, construction, and/or close-out phases of projects, which may include any or all of the following: assistance with bid package preparation, review of contract documents, plans and specifications, bid evaluation, cost estimating, plan checking, value engineering, project scheduling, peer reviews, on-site inspection, special inspections, claims analysis and negotiation, general construction management and administration of construction contracts, and acting as MRCA's Owner Authorized Representative.

MRCA's park capital improvement projects are both single and multiple-contract, and frequently consist of grading, landscaping, paving, building renovation/restoration, utility work, construction of small freestanding structures (e.g. picnic shelters), and occasionally construction of new buildings (generally no more than 2 stories), new utilities, and LEED certification. The construction value of capital improvement projects ranges from \$100,000 to \$10,000,000. Projects are funded through various means including state and local bonds, federal grants, and self-generated revenue.

Approximately five to seven (5-7) firms shall be selected to enter into a contract for on-call services not to exceed \$25,000 annually and be placed on a short list for future RFPs. RFPs will be issued on a project-by-project basis as necessary when the scope of services needed exceeds the on-call services agreement. Multiple firms may be asked for proposals. MRCA reserves the right to go outside the short list for RFPs, and to select fewer than five or more than seven firms. Firms included on the short list will not be disqualified nor given special status in any future RFQs.

The purpose of the on-call services contracts is to provide MRCA with quick access to technical knowledge, construction experience, and problem-solving abilities in various situations. Such situations include projects that do not require extensive construction management services or simply specific questions that need a quick answer or recommendation. On-call services shall be billed hourly.

**Attachments:** This RFQ consist of this memo and the following attachments:

- 1) Proposal Requirements and Evaluation
- 2) Scope of Work

**Site Location:** Project sites and MRCA offices are at various locations in Los Angeles and Ventura Counties, California. There will not be a site visit for this RFQ.

**Questions:** Written questions are due Wednesday, May 25, 2011 at 2:00 PM to [cara.meyer@mrca.ca.gov](mailto:cara.meyer@mrca.ca.gov) or faxed to (323) 441-8691. Responses to questions will be posted by 6:00 PM Friday, May 27, 2011 on [www.mrca.ca.gov/projectlisting.html](http://www.mrca.ca.gov/projectlisting.html) and it is the respondent's responsibility to review this information.

**Submittals:** Follow the guidelines listed in Attachment 1 and submit two copies of the qualifications package by **5:00 PM Monday, June 6, 2011** to the following address:

Los Angeles River Center and Gardens  
570 W. Avenue 26, Suite 100  
Los Angeles, CA 90065  
ATTN: Cara Meyer

Packages delivered in person should be taken to the reception desk on the 2<sup>nd</sup> floor of the California Building. Mark packages clearly with "Construction Management RFQ".

**MRCA will make every effort to adhere to the stated schedule but reserves the right to modify it as needed.**

## **ABOUT MRCA**

The Mountains Recreation and Conservation Authority (MRCA) is a local government public entity established in 1985 pursuant to the Joint Powers Act. The MRCA is a local partnership between the Santa Monica Mountains Conservancy, which is a state agency, established by the Legislature, and the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District, both of which are Local Park agencies established by the vote of the people in those communities.

MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. MRCA manages and provides ranger services for almost 60,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies and provides comprehensive education and interpretation programs for the public. The MRCA works in cooperation with the Conservancy and other local government partners to acquire parkland, participate in vital planning processes, and complete major park improvements projects.

## **Attachment 1 – Proposal Requirements and Evaluation**

### **PROJECT TEAM**

The work shall be done under the supervision of individuals licensed to practice in California as architects, registered engineers, or licensed general contractors. All team members must be familiar with the California Building Code and have experience with California public works projects. All key personnel shall be computer literate, knowledgeable in construction practices, cost breakdown estimating and negotiating, and technical writing.

Qualified firms must be able to provide general construction management and administration of construction contracts, bid/procurement assistance, claims analysis, and review of contract documents, plans and specifications. Inspection, cost estimating, and scheduling services are also desired, however firms lacking these capabilities will not necessarily be disqualified.

Selection will be based on the qualifications of the lead firm. Proposed sub-consultants will be subject to MRCA approval.

Multi-disciplinary firms that also provide A&E services are eligible. However, the same firm cannot provide both design and construction management services on the same individual project.

### **REQUIRED SUBMITTAL COMPONENTS**

There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information. The Statement of Qualifications must include the following:

#### **Section 1: Narrative**

1. Cover letter including the following information:
  - a. Name, address, contact information, etc. for firm and the primary contact person.
  - b. Location of office that will be responsible for the work.
  - c. Brief company history and background, including number of years in business, annual revenues, and current work commitments.
  - d. Note type of organization or company structure.
  - e. Certification that the firm is legally permitted to conduct business in the State of California.
  - f. An individual who has the power to bind the firm contractually must sign the cover letter.
2. Describe the firm's approach to this type of work, including communication process, project management, and quality control.
3. Name members of the proposed project team, including sub-consultants.
4. Describe all prior participation with an MRCA project by firm and/or key personnel, whether or not firm contracted directly with MRCA.

**Section 2: Qualifications and Background**

1. Provide resumes of key project personnel—Project Executive, Project Manager, Project Superintendent, Inspectors, Engineers, Cost Estimator, Scheduler, etc. Indicate number of years each person has been employed by the firm. Resumes should highlight relevant qualifications for this project. More than one individual may be listed for key positions. If applicable, provide a team organization chart. Note California licenses/registrations for engineers, architects, and/or contractors.
2. Provide concise, 1-2 page descriptions of comparable projects now in progress or completed within the last five (5) years for which the firm provided similar services. These descriptions should demonstrate the firm's experience relevant to the scope, costs, conditions and delivery method of the type of projects described in this RFQ. List members of the proposed team who worked on the project(s) and their role.

Provide information for each project listed:

- a. Project name, location, size and date completed
  - b. Owner's name, reference contact person, phone number, and e-mail address
  - c. Description of services performed
  - d. Bid price, value of executed change orders, value of claims made, value of claims as settled
  - e. Actual construction duration vs. duration of the approved baseline schedule
  - f. Permitting agencies
3. Provide the following information:
    - a. List of names and contact information for clients for which services were performed in the last five years
    - b. Samples of the services performed including the scope and cost
    - c. Disclosure of any actions taken against the professional
    - d. A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s).
  4. Provide specific information on the firm's (or that of all firms included in the project team) litigation history, in the last five years, of termination for default, litigation by or against the firm, and judgments entered for or against the firm.
  5. Optional: To demonstrate competency in cost estimating, firms may submit recent history of construction cost estimates compared to actual bid results of those projects.

**Section 3: Schedule of Rates**

Include a schedule of hourly rates. The hourly billing rate shall include all local travel expenses and necessary equipment to support the activities such as personal computers, printer, fax, copier, scanner, phones, etc.

**Section 4: Samples**

Include two (2) samples of work such as letters or memos, where the key project personnel provided analysis and recommended course of action for a complicated problem. The purpose of the work samples is to demonstrate to MRCA that the key project personnel are capable of the problem-solving skills required to bring a project to completion. Identifying information may be blacked out to maintain confidentiality.

**Appendix**

Firms have the option of submitting up to five pages of additional material that would be useful and applicable to this RFQ.

**EVALUATION**

Proposals will be evaluated for the following criteria:

- Demonstrated experience of the firm in relation to the services required and quality of performance on similar past projects
- Demonstrated experience, technical competence and availability of key personnel in relation to the services required
- Recommendations of prior clients
- Capability of the project team to provide the services desired
- Value offered considering capabilities and experience of the project team

MRCA may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference in the SOQ. The information provided in response to the above requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. The Executive Officer of the MRCA reserves the right not to award any contract.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.

## **Attachment 2 – Scope of Work (typical)**

The scope of work detailed below demonstrates the range of tasks for which on-call services may be needed. Exact scopes for larger projects will be defined via the RFP process and are expected to be similar to the tasks listed.

Construction Management (CM) services shall consist of assistance to the MRCA during pre-construction, procurement, construction, and/or close-out phases of projects, which may include any or all of the following: assistance with bid package preparation, review of contract documents, plans and specifications, bid evaluation, cost estimating, plan checking, value engineering, project scheduling, peer reviews, on-site inspection, special inspections, claims analysis and negotiation, general construction management and administration of construction contracts, and/or acting as MRCA's Owner Authorized Representative.

The CM firm will provide all necessary equipment including computer, software, facsimile, printer, photocopier, digital camera, and cell phone as part of their overhead and without separate reimbursement.

### **Pre-construction Phase**

- Participate in the design phase on an as-needed basis.
- Review design documents, drawings and specifications for constructability, scheduling, consistency and coordination.
- Provide plan checking for conformance to applicable code requirements.
- Review comments from outside plan checkers.
- Facilitate the preparation of supplemental conditions for the specifications.
- Prepare a schedule for the project to use for bidding purposes.
- Prepare cost estimate for the project to use for bid analysis purposes.
- Assist in determination of bidder requirements.
- Assist in determining value engineering options.

### **Procurement Phase**

- Facilitate pre-bid conference, including job walks.
- Review addenda for constructability.
- Facilitate public bid opening and evaluation.
- Assist MRCA with responses to bid protests.
- Prepare cost analysis of bids against available budget.

- Review and analyze bidder qualifications.
- Determine responsiveness of bids and make recommendations on entering into contract(s).

### **Construction Phase**

All construction work performed on MRCA parkland shall be undertaken with the utmost care to ensure the respect and preservation of natural and cultural resources. All work shall proceed in a manner that will minimize disruption of on-going MRCA operations and facility maintenance activities. MRCA will provide all necessary written notification and/or direction to the contractor. The Construction Manager (CM) will have no authority to authorize changes to the Terms and conditions of the contract, or obligate MRCA to time or money.

- Monitor overall budget and schedule and advise MRCA of any trends that affect the timely procedures and cost effective completion of the project.
- Assess and evaluate disputes, taking the lead in dispute resolutions.
- CM shall maintain thorough knowledge of the plans and specifications. Personally observe, check, and measure items placed in the construction for compliance to the contract documents, supplemental instructions from the Project Architect/Engineer, and supporting the quality assurance efforts of the Inspector(s).
- Coordinate construction logistics between the General Contractor (GC), MRCA, and other project partners as required. Assist in resolving disputes that may arise due to interaction between the GC and park staff.
- Establish and maintain communication protocol between MRCA staff, trade contractors, architects, inspectors and other related parties.
- Review, comment and process Division I submittals.
- Review GC's Schedule of Values/Cost Breakdown and construction schedule and recommend approval/changes or disapproval.
- Arrange and conduct a variety of meetings, as requested by MRCA at the park and protect site. The CM shall chair all meetings between MRCA and the GC except for the pre-construction conference which will be chaired by MRCA. The CM shall prepare written meeting minutes for all such meetings.
- Draft Requests for Cost Proposals, including an Agency Cost Estimate with breakdown of labor, materials and equipment costs. RCPs shall define work to be performed and cite relevant specification sections including appropriate sketches illustrating work to be performed.
- Review Request for Cost Proposal responses, conduct fact finding and clarifications with the contractor and draft memo explaining cost differences between the Agency Estimate and the GC's proposed cost.

- Confirm certified payrolls have been submitted for all workers and forward to MRCA; perform labor interviews as required.
- Perform quality surveys, review and verify the contractor's monthly progress payments and make recommendations to MRCA.
- Review and analyze proposed change orders and make recommendations to MRCA. Assess and evaluate accuracy of pricing on all change order requests taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
- Receive, log, and review submittals for completeness and accuracy. Distribute for evaluation and track submittal as required through completion of the process.
- Accept or reject Informational Submittals.
- Assist in resolution, draft response, track, and follow up on requests for information (RFIs).
- Maintain daily diary describing general events, noting problems and unusual events.
- Review Contractor Quality control (QC) daily reports for accuracy and completeness.
- Take appropriate photographs that document construction progress and problems, such as capturing items that will not be seen later, etc.
- Verify GC's implementation of the SWPPP.
- Review and verify contractor's project record drawings are updated to reflect all changes and work completed before each monthly progress payment.
- Provide inspections of the construction:
  - Inspect the work of the construction contractor for progress, workmanship, and conformance with the approved contract documents and applicable codes and regulations.
  - Meet with MRCA, GC, and permitting agencies as required to coordinate inspection services.
  - Coordinate and track all required special inspections and material testing. Review special inspection and material testing reports to verify conformance with the approved project drawings and specifications.
  - When work is found to be in non-conformance, document the deficiencies and promptly provide notification of the deficiencies to MRCA and the GC
  - Verify that deficiencies have been corrected and/or approved by applicable party.
  - Issue inspection deficiency list to the contractor. Conduct inspections and draft related deficiency letters for MRCA's review and subsequent

concurrence and signature. Prepare price for each punch item on the deficiency list.

- Coordinate special inspections with the Contractor and Special Inspector.

### **Close-Out Phase**

- Coordinate preparation of the punch-list and implement corrective work.
- Coordinate close-out procedures, including transfer of complete project record drawings to MRCA.
- Coordinate critical point, special, beneficial, and final inspections by design staff or other inspectors so work can be approved in a timely and efficient manner.
- Verify all required O&M manuals, warranties, guarantees, and close out requirements are complete and in compliance with the contract documents.