Request for Proposals
Materials Testing Services

2013

CITY OF ROSEVILLE CALIFORNIA

Development Services
311 Vernon Street • Roseville, CA 95678
916.774.5339 • www.roseville.ca.us/engineering

Development Services Department
Engineering Division
311 Vernon Street
Roseville, California 95678-2649

City of Roseville
Delevopment Services – Engineering

Request for Proposals
For Materials Testing Services
On-Call Contract

The City of Roseville desires the services of a materials testing firm to perform a variety of testing procedures associated with new developments and Capital Improvement Projects throughout the City over a period of two years with the option of a one-year extension. Testing services will be either at the direction of the Senior Civil Engineer or Construction Inspector Supervisor of the Development Services Department.

If your firm is interested in performing materials testing for a two year period, please submit the information requested in the Request for Proposal Packet. It will be necessary to complete the minimum information required, as outlined in Exhibit "A". Past experience in materials testing will be an important factor in the City's final selection. Please submit with your proposal any information relative to your past experience on similar assignments. Four copies of the requested information should be delivered to the following address no later than 5:00 pm on February 25, 2013.

City of Roseville
City Clerk Department
311 Vernon Street
Roseville, CA 95678

Attention: Guy R. Howes, P.E.
Development Services

After evaluation of all proposals submitted, the consultant selection committee will select the three most qualified firms and consider them as finalists. Finalists may be required to provide additional explanation of their individual proposals. Should your firm be selected to provide these services, it must provide the minimum insurance coverage shown on Exhibit "C".

If you have any questions, please call me at (916) 746-1300.

Attachments:
Exhibit A - Information to be submitted
Exhibit B - Preliminary Scope of Work
Exhibit C - Minimum Insurance Coverage

EXHIBIT "A"
REQUEST for PROPOSAL PACKET

INFORMATION TO BE SUBMITTED

The legal name of your firm, address, contact person, email address, and telephone number.

Any sub-consultant proposed for this assignment.

Proposals which describe the consultant's qualifications to provide the services as outlined in the preliminary scope of work shown in Exhibit "B". Consultants will be evaluated and based on the following criteria:

Assignment Understanding. Describe your understanding of the assignment scope and issues regarding the assignment development, including addressing turn-a-round time necessitates. (25 Points)

Familiarity with City, State and Federal procedures. Describe your firm's procedures in maintaining quality control for various testing procedures associated with new City Improvements, including monthly invoicing and document control procedures. (20 Points)

Quality of Staff. Identify key personnel committed to this assignment, functional tasks, and the relationship of any sub-consultants to the project team. The City desires that the majority of materials testing be performed in the greater Sacramento area. (20 points)

Financial Responsibility. Describe the Financial capability of your firm, including any past financial difficulties encountered with assignments of this type and scope. The purpose of this item is to determine if the consultant is financially capable of performing the services requested. (10 Points)

Relevant Experience. Include all projects and assignments completed during the past five (5) years that are comparable to this scope. Note whether the experience is for a project team member, the firm, or both. Include at least three public sector references, including name, address, and telephone number. (25 Points)

Cost Proposal. The cost proposal shall be submitted in a separate sealed envelope identified by the name of the firm and "Cost Proposal". One copy only required.

Points will not be awarded toward the consultant selection based solely on the fee schedule for testing services.

The cost proposal will be used as a basis of negotiation of a professional services agreement with the highest ranked firm. If an agreement is not completed with a firm, the next highest ranked firm will be given the opportunity to negotiate an agreement.

The cost proposal may by used by the City to adjust its project budget prior to executing the professional services agreement. The City may also consider the number of hours assigned to a particular task as an indication of the firm's understanding of the assignment.

Proposals shall be submitted under the following acknowledgments:

A. The City will not pay any cost incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this and/or all proposals, to waive defects or informalities, and to offer to contract with any firm in resource to any request for proposals. This Request does not constitute any form or offer to contract.

B. All proposals shall become the property of the City.

EXHIBIT "B'"
PRELIMINARY SCOPE OF WORK for
MATERIALS TESTING

Introduction

Over the past decade, the City has relied on the professional expertise of geotechnical engineering firms to provide material testing services for private residential, commercial, industrial development and public works type projects within the City of Roseville. City staff will continue to provide construction inspection and observation services and may elect to consult with a materials testing firm to provide testing services for acceptance and conformance with all applicable laws, codes, and City Standards.

Scope

The scope of work for this assignment primarily involves providing materials testing services either by a test by test method, or by an entire project assignment for all material testing associated with infrastructure improvements within City right-of-way or within City easements. Full project assignments will be assigned by the Senior Civil Engineer, while individual tests may be authorized by the Construction Inspector Supervisor. Once assigned a project, the consultant may either be responsible for all services as directed by the City for that project until its completion and acceptance by the City, or may only be responsible for a portion of a project as directed by the City representative. The consultant understands that the City cannot assign any particular amount of work or number of projects to the consultant. The City, at the discretion of the City Engineer, reserves the right to request proposals from other consultants for any projects undertaken by the City during the lifetime of this agreement.

Professional services for material testing shall be in accordance with City Design & Construction Standards and State Standard Specifications. The consultant shall be approved and certified for each test performed prior to testing. All materials shall be tested and accepted prior to installation as directed by the Senior Civil Engineer or Construction Inspector Supervisor.

The consultant will be compensated either on a time and expense or per test basis as agreed upon in an agreement between the City and the consultant. The consultant will submit monthly invoices for work. All invoices shall be broken down by project, developer, contractor, task, person performing the task, test rate, and/or hourly rate, and shall be stated in time increments of one-tenth hours. The City will pay invoices within thirty (30) days after receipt, if the work invoiced has been satisfactorily completed.

EXHIBIT C
RISK MANAGEMENT DIVISION
GENERAL INSURANCE REQUIREMENTS

Proof of insurance must be provided on a *CERTIFICATE OF INSURANCE*. This document must be signed. A stamped signature will suffice.

Types of Insurance Required:	**General Liability – 1M per occurrence/2M aggregate** *(coverage must be as broad as the standard ISO form)* **Automobile – 1M CSL** **Workers' Compensation – Statutory (a waiver must be signed if contractor is a sole proprietor and there are no employees, contact Risk Management)** **Professional Liability – 1M per claim**
****Coverage Limits:****	**Vary (based on type of work to be performed) See above.** **Self-Insured Retention (SIR) or deductibles amounts must be stated on the certificate**
****Additional Insured: **** ***The insurance policy may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.***	**Required** on **General Liability** Insurance. A separate endorsement form or section of the policy indicating "The City of Roseville, its officers, agents, volunteers and employees" are named as an additional insured for **on-going and completed operations** must accompany the certificate. ***A STATEMENT ON THE CERTIFICATE WILL NOT SUFFICE***.
Certificate Holder:	The Certificate Holder on the *Certificate of Insurance* is "The City of Roseville, attn. Risk Management, 311 Vernon St., Roseville CA 95678".
Primary Insurance:	The General Liability policy must be primary insurance as to the City of Roseville. Companies issuing such policies shall be liable up to the total amount of liability without right of contribution from the City of Roseville or its insurers.
Description of Operations:	This box should contain information on the project being insured. For companies doing various projects with the City an "**All California Operations**" description is adequate.
Cancellation Notice:	The City requires a 30-day cancellation notice. Ten (10) day for non-payment is acceptable.
Approval Process:	Proof of insurance for all insurance coverage required by the Agreement must be approved and on file with the City **before** the Agreement can be executed.
Questions:	If you have questions regarding insurance requirements you may contact the Risk Management Division**:** **Phone :(916) 774-5202**. **FAX: (916) 774-5461** **Email:riskmanagement@roseville.ca.us**

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****Coverage Limits:****	**Vary (based on type of work to be performed) See above.** **Self-Insured Retention (SIR) or deductibles amounts must be stated on the certificate**
****Additional Insured: **** ***The insurance policy may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.***	**Required** on **General Liability** Insurance. A separate endorsement form or section of the policy indicating "The City of Roseville, its officers, agents, volunteers and employees" are named as an additional insured for **on-going and completed operations** must accompany the certificate. ***A STATEMENT ON THE CERTIFICATE WILL NOT SUFFICE***.
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