

CITY OF COLUSA



REQUEST FOR PROPOSAL

DESIGN BUILD FOR RADIUS FENCE WITH GATES, COLUSA SPLASH PAD

Release Date:	03/14/2024
Submittal Date:	04/10/2024
Contact Person:	Jesse Cain, City Manager

Table of Contents

- I. Introduction
 - a. Description of the City of Colusa
 - b. Request and Narrative
- II. Nature of Services Required
 - a. Scope of Work to be Performed
 - b. Contents of Proposal
- III. Project Schedule
 - a. Consultant Selection
 - b. Project Development
- IV. Submittal Information
- V. Evaluation and Selection Process
- VI. Contract
 - a. Agreement for Services
 - b. Insurance Requirements

I. INTRODUCTION

a) Description of Colusa

Located in the Sacramento Valley, approximately 65 miles north of Sacramento and 45 miles south of Chico, the City of Colusa is primarily an agricultural community. Colusa is located along the Sacramento River and sits on Highway 20/45, 24 miles west of Yuba City and nine miles east of Williams. Incorporated as a general law city in 1868, the City is the Colusa County seat. The City of Colusa serves a population of approximately 6,411. The City covers about 3.42 square miles, with the planning area covering 10 square miles. The City maintains 35.37 centerline miles of roads.

The City is a full-service city that operates under the council/manager form of government, providing the following: Police; Fire; Streets and Drainage; Water; Parks; Buildings and Grounds; Recreation and Swimming Pool; Sewer; and General Administrative Services. Engineering and legal services are provided to the City on a contract basis.

The City Council meets the first and third Tuesday of every month at 6:00 p.m. at City Hall, 425 Webster Street, Colusa, CA 95932.

b) Request and Narrative

City of Colusa invites qualified contactors to submit quotes for a design build fence around the city of Colusa's new splash pad located on 10th and Webster Street in the South East Corner of AB Davison Park, next to Colusa Municipal Pool. The City of Colusa is an equal opportunity employer.

The information contained in this RFP is City of Colusa's best understanding of the current needs and how to address them, but City of Colusa will be relying on the contractor to provide a design build to the scope of work described herein based on their professional expertise in this subject area. If the contractor believes there is a better way to achieve City of Colusa goals, then that should be reflected in the quote. Questions regarding this solicitation may be addressed to the City Manager:

Jesse Cain, City Manager
530-458-474 office or 530-682-2933
Email: citymanager@cityofcolusa.com

A mandatory pre-bid conference will be held on March 20, 2024 @ 10 am on site at the splash pad. A sign-in sheet will be provided and only contractors attending this prebid meeting will be considered responsive to meeting the full requirements of the bid.

II. NATURE OF SERVICES REQUIRED

a) Scope of Services

The City of Colusa understands this RFP may be inadequate to fully describe the work envisioned. Contractors should include additional tasks they deem appropriate. The project consists of designing and building a four foot high (4'), 142' round radius fence with one (1) four foot gate on the east and one (1) four foot gate on the west. The fence material must be made out of steel, with a black finish, and no more than 4" spacing between bars.

Task 1: All design drawings with post foundations

Task 2: Digital copy of as-built drawings

c) Contents of Proposal

The quote, at a minimum, will include the following:

- 1) Cover Letter and company background and qualifications.
- 2) Client References
- 3) Detailed Quotation outlining the work scope, including all labor and materials to perform the work including any and all concrete foundation work associated with the installation. Note: The fences shall be installed in a concrete perimeter footing.
- 4) Names and licenses of any subcontractors to be utilized
- 5) Contractor and all subcontractor's DIR numbers.

III. Implementation Schedule

a) Consultant Selection Schedule

- Request for proposals issued: March 14, 2024
- Pre-Bid Meeting at site: March 20, 2024 at 10AM
- Deadline for RFP Clarifications/Questions: March 21, 2024
- Due date for proposals: April 10, 2024, at 5 PM
- Committee review completed: April 11, 2024
- City council contact approval: April 16, 2024 (*if applicable*)
- Commence services: ASAP

b) Project Development (Major Milestones)

- Project Start-Up/Mobilization: Week of 04/22/2024
- Final Completion: May 17, 2024
- Final Invoices Received: June 2024

IV. Submittal Information

DELIVERY OF PROPOSALS

Proposals must be submitted in a sealed envelope plainly marked on its outside with "DB Fence Colusa Splash Pad." Proposals shall be received until 4:30 pm local time on 04/10/2023 at the City of Colusa Office, 425 Webster Street, Colusa, CA 95932.

Mr. Jesse Cain, City Manager
425 Webster Street
Colusa, CA 95932
citymanager@cityofcolusa.com
530.458.4941, extension 105

All proposals received by **4:30 p.m. on Wednesday 4/10/ 2024** will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one PDF copy of the proposal. The full length of each proposal should not exceed 30 pages; including any supporting material, charts, or tables.

Facsimiles will not be accepted. Proposals received after the stated date and time, or at a different location, will not be accepted for consideration.

RFP Clarifications and Questions

Questions regarding this request for proposal shall be addressed to:

Ms. Sadie Ash, Grant Writer & Admin
707.217.6504
grantwriter@cityofcolusa.com

The consultant may ask for clarifications of the RFP by submitting written questions to the City of Colusa contact identified above. Questions regarding this RFP must be submitted no later than March 21, 2023.

V. Evaluation and Selection Process

The City will evaluate all quotes received by the deadline. The City contemplates awarding the project to the lowest responsive bidder.

The City of Colusa exercises its discretion in selecting a contractor or individual that presents the quote that, in sole judgment of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any quote, reject any quote that fails to meet the quote requirements in any respect, to reject all quotes for any reason or to cancel in part or in its entirety the Request for Quotes.

VI. Contract

a) Agreement for Services

The successful offer shall be required to enter into an Agreement of Services with the city of Colusa. The scope of work, terms and conditions, and other express requirements set forth in this RFP shall be incorporated by reference into the actual executed Agreement for Service upon award. Where there is a conflict between the terms of the Agreement and the express, stringent, or particular terms set forth in the RFP, the provision or requirement set forth in the RFP shall control.

b) Insurance Requirements

Selected firm must provide a certificate of endorsement naming City of Colusa as additional insured complying with insurance requirements listed,

1. Commercial General Liability ("CGL"): Commercial General Liability Insurance, occurrence form, using Insurance Services Office ("ISO") "Commercial General Liability" policy form CG 0001 or an approved equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review, but in no event shall be less than TWO MILLION DOLLARS (\$2,000,000) each occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit

2. Workers' Compensation: Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability insurance, with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury or disease. If Consultant is self insured, provide a Certificate of Consent to Self-Insure, signed by the Department of Industrial Relations. Workers' Compensation is not required if the Consultant provides written verification that it has no employees.

