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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

OFFICE OF THE DIRECTOR

November 19, 1992

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DIVISIONS:

City Council  
Sacramento, California

APPROVED  
BY THE CITY COUNCIL

DEC 8 1992

OFFICE OF THE  
CITY CLERK

CO93-034

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

Honorable Members In Session:

SUBJECT: WAIVER OF COMPETITIVE BIDDING AND CONTRACTOR SELECTION  
THROUGH REQUEST FOR QUALIFICATIONS TO CONSTRUCT THE  
LANDFILL MAINTENANCE GARAGE ADDITION (BA01) AND LANDFILL  
RESTROOMS (YB16)

LOCATION AND COUNCIL DISTRICT

Council District # 3 - 2801 A Street, Sacramento

SUMMARY

This report requests authorization to waive competitive bidding for the construction of the proposed Landfill Maintenance Garage Addition and Restrooms projects, to issue a combined Request for Qualifications (RFQ) for the selection of a general contractor for the two projects and authorization to award a construction contract provided the negotiated proposal is within the budgeted construction amount of \$360,000.

STAFF RECOMMENDATION

It is recommended that the City Council approve the attached resolution to waive competitive bidding for the construction of the proposed Landfill Maintenance Garage and Restrooms projects and authorize the Staff to solicit contractors through the Request for Qualifications (RFQ) process to select the most qualified contractor to construct the facilities at a negotiated guaranteed maximum price. To expedite improvement of the life safety, accessibility and working conditions concerns at the existing site, it is further recommended that the City Manager be authorized to award the construction contract based upon the most responsive proposal received, provided it is within the budgeted construction amount of \$360,000.

CITY COUNCIL

RE: REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION OF LANDFILL MAINTENANCE  
GARAGE ADDITION (BA01) AND RESTROOMS PROJECT (YB16)

Date: November 19, 1992

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## BACKGROUND INFORMATION

On June 16, 1992, the City Council approved the initiation of Fleet Management's Landfill Maintenance Building Addition, a CIP amendment for the project and ratified its Negative Declaration. Solid Waste's Landfill Restrooms project is in the approved CIP program. Design for both projects commenced in June 1992 with architect Willie A. Bell and Associates.

These 2 projects, located at the City's 28th Street Landfill, are being combined as much as feasible for efficiency in design and construction. Also, certain components, such as the women's restroom, will be shared by all the Landfill personnel. A pre-engineered building is proposed to enclose an exterior area used for vehicle repair work and to provide restroom facilities for women. Remodeling of portions of the existing shop and restroom facilities will also be involved. This work is necessary to correct structural and safety problems, to provide adequate restrooms (especially for women), to make the restrooms handicapped accessible and to enable work now being done outside (due to space limitations) to be moved inside and be accomplished more efficiently and safely under adequate working conditions.

Although somewhat small-scale, the complexities presented by the projects warrant the recommendation for a RFQ contracting approach for the following reasons: 1) It is critical to the City that the major functions of the facility- the maintenance, repair and dispatching of garbage and recycling trucks - continue with minimum disruption during construction; 2) Well planned coordination is needed among the contractor, subcontractors and the City since the majority of the building, the surrounding area and access to it will be impacted by the new construction and/or remodeling at some time. Also, the site itself is tight in terms of circulation and parking; 3) Around any construction site, there are safety, security and liability concerns; need for barriers, openings, storage and staging areas; and, unavoidable distractions and interruptions to the ongoing operations; 4) Unforeseen conditions are likely to arise on a remodel project involving underground utility work; a site with composite, organic fill soil; and an older structure with incomplete as-built plans. Installing a new building adjacent to existing structures will require adaptations above and below grade specific to the buildings and conditions. These situations are better handled with the contractor through discussions and joint problem-solving.

Proceeding with a low bid award on these projects is not advisable because of the reasons discussed above. From the City's past experience on similar projects in this cost range, a contractor bidding competitively may not recognize many of these situations or be less adept in handling them. If the general contractor's approach is oriented toward looking at issues as problems, the construction and post-construction periods may tend to be difficult, lower quality construction may result and higher administrative and other costs for the City may ensue.

CITY COUNCIL

RE: REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION OF LANDFILL MAINTENANCE  
GARAGE ADDITION (BA01) AND RESTROOMS PROJECT (YB16)

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It is to the City's advantage to have a contractor familiar with this type of work whose approach is to resolve problems. Without on-site coordination and communication among all parties on the site, it is felt that there is a potential for unreasonable time delays and escalating costs as well as significant impacts to City services.

Additionally, the improvements at this site must be considered in relation to solid waste planning in the metropolitan area. In the short range, it should be noted that the Landfill facility will be needed, whether operated by the City or the County, before the Material Recovery Facility can be operational, which is projected to be in 4 to 5 years. It is estimated that the Landfill itself will be open for at least two more years, after which the site will still be utilized as a maintenance and dispatching base. Therefore, these improvements are needed and will be used.

The proposed RFQ contracting process is a two-step procedure first involving an open submission which results in selection of a small pool of contractors who are deemed to be the most qualified based on past performance and their stated approaches to construction in general and to the project specifically. A selection panel, made up of representatives from several City Departments and interested groups, will select the best qualified contractors. Secondly, these top contractors will be asked to submit proposals (including bids) to do the work. The selection panel will review the proposals and recommend award. The City Manager or his designee will award the contract if the overall proposal amount is within the approved construction budgets for the two projects.

In summary, because of the construction complexities and the need to correct the existing life safety, accessibility and building deficiencies at the site, it is in the best interest of the City to proceed with the projects and to solicit private sector contractors who are experienced and who have evidenced the capability to work cooperatively. The ability to award directly also should facilitate project implementation. Since the Council has recently reviewed the projects (in considering this request), it is suggested that the award process be streamlined by proceeding with contract execution, contingent upon the bid being within the budget.

### FINANCIAL CONSIDERATIONS

Current unobligated funding for the Landfill Maintenance Garage Addition (BA01) and Restroom projects (YB16) total \$592,086. The total engineer's construction estimate is \$320,000 for both projects. Current funding is sufficient to cover this estimated cost.

CITY COUNCIL  
RE: REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION OF LANDFILL MAINTENANCE  
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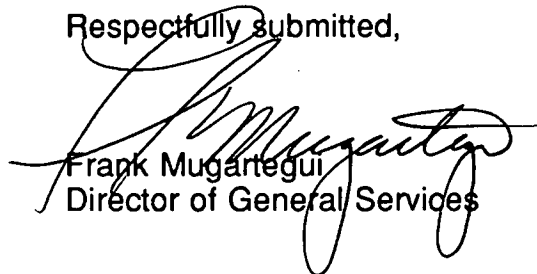
POLICY CONSIDERATIONS

Consistent with Sacramento City Code Article II, Section 58.202, the City Council may authorize the City Manager to Execute agreements in access of \$25,000.00. Upon a two-thirds vote, the City Council shall waive competitive bidding when determined that it is in the best interest of the City as stated under Article IV, Section 58.401 (d).

WBE/MBE EFFORTS

The RFQ process will be advertised in local and regional news publications and will include all required documentation and guidelines.

Respectfully submitted,



Frank Mugartegui  
Director of General Services

RECOMMENDATION APPROVED:



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WALTER J. SLIPE, CITY MANAGER

For Council Meeting of  
DECEMBER 8, 1992

CONTACT PERSON:  
Hinda Chandler, Project Manager  
433-6356

**RESOLUTION NO. 92-881**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**APPROVED**  
BY THE CITY COUNCIL  
**DEC 8 1992**  
OFFICE OF THE  
CITY CLERK

**RESOLUTION AUTHORIZING WAIVER OF COMPETITIVE BIDDING, AUTHORIZING STAFF TO ISSUE REQUESTS FOR REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION OF LANDFILL MAINTENANCE GARAGE ADDITION (BA01) AND RESTROOMS PROJECT (YB16) AND AUTHORIZING CITY MANAGER TO AWARD CONSTRUCTION CONTRACT FOR THE ABOVE PROJECTS**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

Competitive bidding is hereby waived, the Staff is hereby authorized to issue Requests for Qualifications for construction of the Landfill Maintenance Garage Addition (BA01) and Restrooms Project (YB16) and the City Manager is hereby authorized to award a construction contract for the projects contingent upon the maximum contract amount being within the total budgeted construction amounts for the projects.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**City of Sacramento**  
**Request for Qualifications**  
**Licensed Contractors**  
**For The Construction of the**  
**LANDFILL MAINTENANCE BUILDING**  
**ADDITION & RESTROOMS**  
**Project No. BA01/YB16**

December 23, 1992

**Introduction**

The City of Sacramento, Department of General Services, Facility Management Division is seeking Licensed Contractors that can provide construction services to assist the City in coordinating and constructing the Landfill Maintenance Building Addition and Restroom Project. The City's designated Project Manager for this project is Hinda Chandler, whose phone number is (916) 433-6356.

**Project Description**

1. The project is located at the City of Sacramento's 28th Street Landfill, which is situated south of the American River, west of Business 80, north of the Southern Pacific Railroad tracks, on the extension of 28th Street. (See attached location map)
2. The project, as shown on the attached schematic, includes:
  - a. Construction of an approximately 3100 square foot (SF) pre-engineered building to house an approximate 2600 SF addition to the existing vehicle repair shop and an approximate 500 SF women's restroom.
  - b. Renovation of approximately 500 SF of existing restrooms.
  - c. Remodeling, including enlarging door openings and adding evaporative coolers.
  - d. Provision of temporary facilities, utility extensions and other related improvements.

**Schedule**

1. The anticipated start of construction is March 1993.
2. Substantial completion and occupancy of the facility is planned for July 1993.

**Construction Budget and Scope of Work**

1. Construction Budget is **\$360,000**.
2. Work in this budget shall include:
  - a. **Site Work**  
Utility/service line installations and extension, demolition and removal of a portion of the existing slab and pavement, installation of a methane gas recovery system, paving, provision of temporary restroom facilities, provision of construction barriers and controls and other required work.

b. Construction of Building

Pre-engineered metal building containing garage addition and women's restroom complete with all systems.

c. Remodeling and Improvements to Portions of the Existing Structure

Renovation of outdated, deteriorated restrooms to improve conditions and amenities for workers and to provide accessibility.

Enlargement and reinforcement of vehicle door openings and installation of new doors.

Addition of evaporative coolers and work to connect existing and new systems.

d. Coordination Required for Concurrent Construction and Facility Operation

The facility must remain functional during construction. The contractor shall be responsible for all coordination required with on-site departments (Fleet Management and Solid Waste) and Facility Management.

e. Phased Work

In order to maintain City operations at the site with the least disruption, the contractor shall be aware that work will have to be phased. Completion of certain work must be attained before similar work can begin in other areas and/or provision of alternate facilities or access shall be required.

Special Conditions

1. The contractor will be encouraged to provide advice and to participate in planning regarding construction methods, materials, processes and phasing in order that the facility will continue to operate smoothly and construction activities can proceed in a timely manner.
2. Contractor selection will be based upon past performance, history of completing similar construction projects within the construction schedule and the amount of the construction cost proposal.
3. The architectural firm, WA Bell and Associates, has prepared construction documents for this project. These documents will undergo review by the City of Sacramento Building and Planning Departments, Facility Management Division and others which must review the proposal prior to the issuance of the building permit. Anyone wishing to review any of the construction documents should contact the City Facility Management Division office as noted below.

## **Submission Procedures and Requirements**

### **Time and Place for Submission of Qualifications Statements**

Firms interested in providing construction services for this project shall closely examine the specific requirements and questions listed on page 5 and submit six (6) bound copies of their qualifications in a "Qualifications Statement" to:

**City of Sacramento, Facility Management Division  
5730 24th Street, Building One, Sacramento, Ca. 95822-3699  
Attn: Hinda Chandler, Project Manager  
Project: Landfill Maintenance Addition and Restroom Project (BA01/YB16)**

**All submissions must be received by 2:00 P.M. on Tuesday, January 26, 1993. If any submission is late or incomplete in any way, that Firm will be eliminated from consideration.**

### **Contact with City**

All questions about the project or submittal procedures are to be directed to the Project Manager. **Do not contact** other City employees or project architect regarding this project or the selection procedures.

### **Selection Process**

1. **Based solely upon the information provided during this process, the City will select the most qualified construction firm for this project.**
2. **The City's Selection Committee will be composed of various persons directly involved with this project or with the construction industry. They will evaluate each of the Qualifications Statements and select 1-4 firms for a final interview list. These firms will be asked to answer additional questions and provide information for use during a final oral interview. Although rare, the Selection Committee may decide that one firm is more qualified than all of the others and a final selection may be made after the review of the Qualifications Statements only.**
3. **The Qualifications Statement will be evaluated based on the following:**
  - **Written and presentation skills and the content of the answers to the questions**
  - **Quality of project coordination, schedule, budget and overall construction experience**
  - **Recommendations and comments from past clients**
4. **The review of the Qualifications Statements will take approximately two weeks. All participants will be notified in writing of the selection of the final interview list (Short List). The selection of the firms on the Short List should be completed within three weeks of the submission of the Qualifications Statement.**
5. **The firms which have been selected for the Short List may be asked to review and propose alternate construction methods, materials, processes and phasing which might be used in the construction of this project. This will allow the City to consider and accept proposals which the City feels will allow the project to be completed within the allowable project schedule and budget with minimal on-site disruption.**



6. After the City has reviewed the above proposals and issued the "Construction Documents Bid Set", all of the firms on the Short List will be asked to submit a formal proposal to the City consisting of the following:
  1. Construction cost proposal
  2. Schedule
  3. List of subcontractors
  4. Plans for implementing programs promoting affirmative action and the hiring of economically disadvantaged employees. For explanations, please refer to section entitled "Additional Submittal Items for Short List Phase" (Page 6).

### **Award of Contract**

A construction agreement will be negotiated following final selection. If the City is unable to negotiate a satisfactory agreement with the selected firm, it will undertake negotiations with the second ranked firm and so on until it has reached a satisfactory agreement. The agreement will include providing all materials, labor and equipment for the construction of this project, consultation with the architect during construction and design revisions and preparing a Construction Schedule and Construction Budget.

### **City's Rights and Options**

The City reserves the right to postpone selection for its own convenience, to cancel this RFQ at any time, and/or to reject any and all submissions without indicating any reason.

### **City Policies**

1. The City encourages participation by local qualified firms in all aspects of consultant contracting unless the project requires unusual or highly specialized services which are not available in the Sacramento area.
2. The City encourages participation by Minority and Women-Owned Businesses (certified or not) for women and minority participation on this project.
3. The contractor shall be aware that the project is subject to the provisions contained in the "Facility Management Manual for Contracts", adopted by the City Council on May 28, 1991. In particular, it shall be noted that prevailing wage requirements will apply to this contract. The Manual is available for review at the Facility Management office noted above.

### **Qualifications Statement Format**

1. Answer fully all of the following questions in any form or manner that you select.
2. Repeat the question at the heading of each of your answers.
3. The total allowable length of **all submission materials including your Qualifications Statement plus any brochures or supplemental information may not exceed twelve (12) standard (8 1/2"x11") sized pages; exclusive of any folder or cover.**

## Request for Qualifications Questions

### Questions:

1. Since all construction firms are not alike, describe, using specific examples, how your firm is uniquely qualified for this project. Give three specific examples each of your firm's strengths and weaknesses. What unique and special skills or experiences would your firm bring to the project?
2. Explain how your firm is organized. Provide detailed information about the personnel that will be assigned to this project. Who makes which decisions and describe why this would be an advantage to this project?
3. Describe in detail how your firm schedules projects and how you guarantee the delivery of the work within the set project schedule consistent with the client's requirements.
4. Describe three specific problems which occurred on recent projects and the actions taken to resolve or minimize the problems. Describe what you would do differently to avoid or minimize the problems.
5. Describe past projects where work was phased (or where start of certain work was contingent upon completion of other work) in terms of costs, scheduling, overall length of job, and/or coordination with subcontractors, suppliers and client.
6. Describe your firm's cost estimating methods for construction projects of this size and give recent examples of how your estimates compared to actual construction costs.
7. What procedures does your firm use to keep your client apprised of project status regarding schedule, delays, cost expenditures and budget considerations?
8. List 3 projects, current or completed during the past 24 months, of \$200,000 construction cost minimum. Provide:
  - a. Project Name
  - b. Client name, address and telephone number
  - c. Project Completion Date and/or Percentage of Project Completion
  - d. Construction Cost, Original Bid, amount and percentage of Change Orders
  - e. Name of the individual from your firm who was responsible for majority of work
9. Provide information relating to your firms past history with affirmative action programs, minority employees and/or minority ownership.
10. Provide whatever additional information that you feel may be helpful to the Selection Committee.

## ADDITIONAL SUBMITTAL ITEMS FOR SHORT LIST PHASE

Upon being included on the Short List, please note that, among other items, the plans described below, will be required to be submitted to the City:

A. Affirmative Action Plan

The firm shall include a plan to meet or exceed the goals of the Sacramento City/County Affirmative Action Plan Equal Opportunity Construction Contract specifications, which establish a goal for minority employment of 20% and a goal for the employment of women of 6.9%. These goals shall apply to the aggregate on-site construction workforce.

B. Economically Disadvantaged Hiring Plan

The bidder shall also include a plan for implementing a program to promote hiring of economically disadvantaged employees.

The Economically Disadvantaged Hiring and Affirmative Action programs are not intended to displace current employees, but to establish a method of recruitment to fill any existing vacancy or additional employee requirements throughout the period of the contract. These plans shall be incorporated and agreed to by all sub-tier contracts awarded as a result of this contract.

As a minimum, the plans submitted by the bidder shall include:

1. A description of how employees at various levels are or will be hired. This description shall detail the geographical areas of recruitment, describe all efforts that will be made to hire minority, women and economically disadvantaged workers in performance of the contract, and describe how such efforts will be required and enforced in all subcontracts.
2. A description of any Economically Disadvantaged Hiring and Affirmative Action programs implemented by the bidder in the past two years that served to increase the number of under-represented women, minorities, and economically disadvantaged employee hires. (Attach copies of any written program).

