



REQUEST FOR PROPOSALS

*GEOTECHNICAL ENGINEERING AND SPECIAL INSPECTION SERVICES  
FOR THE NEW BURLINGAME COMMUNITY CENTER*

**CITY OF BURLINGAME  
DEPARTMENT OF PARKS AND RECREATION  
REQUEST FOR PROPOSALS  
FOR GEOTECHNICAL ENGINEERING AND SPECIAL  
INSPECTION SERVICES  
FOR THE NEW BURLINGAME COMMUNITY CENTER  
PROJECT**



Margaret Glomstad, Parks and Recreation Director  
650-558-7307

REQUEST FOR PROPOSALS ISSUED:  
DECEMBER 16, 2019

PROPOSALS DUE:  
January 16, 2020 at 2:00pm, Pacific Time  
501 Primrose Rd., Burlingame, CA 94010  
City Clerk



## **I. OVERVIEW**

A new Community Center for the City of Burlingame has been designed by Group 4 Architecture, Research and Planning, Inc. (G4), South San Francisco, California. The existing Recreation Center will be completely replaced as part of this project. The Community Center is expected to reflect the community, improve operational efficiencies, increase program space and options and parking, and strive for sustainability.

The City of Burlingame is requesting proposals from highly qualified Geotechnical and Special Inspection firms to provide "Geotechnical Engineering and Special Inspection Services" (hereinafter Geotechnical firm). The City is looking for a single firm that will perform the Geotechnical Engineering services (GEOR) as well as the Special Inspections required. The Geotechnical services will be required for the pre-construction, construction and post-construction phases of the project. Pre-construction services would commence immediately following an award of contract (tentatively scheduled for February 2020). Construction of the building is expected to start in early 2020, with occupancy of the building anticipated in 2022 (see project schedule in Attachment A).

Responses must conform to the requirements of this Request for Proposals (RFP). The City reserves the right to waive any irregularity, informality or error in any proposal or in the RFP process or to reject any proposal which does not comply with this RFP. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Ultimate selection of the successful Geotechnical firm will be made solely by the City on criteria determined by the City.

Based on the quality and competitiveness of the proposals received in response to this Request for Proposal (RFP), the successful Geotechnical firm will be required to enter into a Professional Services Agreement with the City, which will include the requirements of this RFP, as well as a final scope of work. A sample agreement is in Attachment B. By submitting a proposal, the CM firm agrees to all of the terms of the RFP, unless exceptions are stated by the CM firm in its proposal. The City reserves the right to enter into negotiations with the successful CM firm to consider requested exceptions or changes to the RFP.

Following a comprehensive evaluation of submitted proposals, staff will contact the applicants best suited to partner with the City. The City may then conduct interviews with the top qualified Geotechnical firms and will identify the most suitable and qualified firm



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for the project. The City may elect to negotiate with the firm found by the interview panel to offer the best proposals according to the RFP's criteria. The City reserves the right to reject any or all proposals and to advertise for new proposals.

Interested parties may obtain a copy of the RFP from the City website at [www.burlingame.org](http://www.burlingame.org) at the Parks and Recreation Projects page or request a copy by email by contacting Joleen Helley at [jhelley@burlingame.org](mailto:jhelley@burlingame.org).

## II. FACILITY LOCATION AND PROJECT DESCRIPTION

The current Recreation Center is located at 850 Burlingame Ave., Burlingame, California 94010, in San Mateo County. It has been serving the community for 70 years and is set



amidst groves of mature trees in Washington Park. In July 7, 2014, the City Council adopted the Burlingame Community Center Master Plan to guide the decision making process related to desired improvements in Washington Park, including a new community center, improved parking options, and the relocation of the playground and the basketball court. At the direction of the City Council, work began on the conceptual

design plans for a new community center began in January 2015. In March, 2018, the City Council, after reviewing the conceptual design plans, reduced the scope of the project to only include a new community center, adjacent and underground parking, a full sized basketball court and a playground and requested G4 to develop an additional conceptual design plan. On July 2, 2018, the City Council voted to move forward into the schematic design phase with the Pavilions conceptual design option. Funding for the new building has been secured.

The project will include:

- A 2-story 35,700 GSF new Community Center with staff offices, an increase of nearly 11,000 sq. ft. in new programmable space on a footprint that is only approximately 1,000 sq. ft. larger.
- The addition of a new above ground and underground parking adjacent to the new building.
- Site improvements to the area surrounding the new Community Center.





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- Relocation Plan for existing staff offices and programming space.

## BURLINGAME COMMUNITY CENTER PROJECT SCOPE



NOTE: ONLY PACKAGE 2 SCOPE OF WORK IS INCLUDED IN THIS RFP

Various reference materials related to this project are available to be viewed at the City website at:

[https://www.burlingame.org/parksandrec/facilities/projects/community\\_center\\_conceptual\\_plan.php](https://www.burlingame.org/parksandrec/facilities/projects/community_center_conceptual_plan.php)

The Geotechnical firm will work cooperatively and in close coordination with Group 4 Architects, City staff, and the Construction Management firm (Griffin Structures Inc.) for the project, including any staff member who may be appointed by the Parks and Recreation Director as the Construction Administrator (hereinafter CA).

### III. USE OF SUB-CONSULTANTS

The City is looking for a single firm that will perform the Geotechnical Engineering services (GEOR) as well as the Special Inspections required.



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### IV. NO CONFLICT OF INTEREST

The selected CM firm shall not be a bidder, or perform work for any bidder, on any individual construction contract related to this project.

### V. ENVIRONMENTAL CLEARANCE

CEQA approval submitted to City Council 11/19/18. City Council adopted the IS/MND and MMRP on 12/3/18.

### VI. SCOPE OF WORK

The Geotechnical firm is required to perform the work specified herein. In submitting a proposal, the firm represents that it is qualified and capable of providing all the requirements of this RFP. Also, the firm is invited to provide a substitute/additional Scope of Work that is consistent with the requirements outlined below and appropriate for a project of this caliber. The firm shall state features, skills and/or services which distinguish the firm that make it the best choice for the City. Additional information or tasks which, in the firm's opinion, should be included must be clearly identified. The firm is required to provide services specified in the RFP, its proposal, and the executed contracts.

The following is a brief overview of the services the Geotechnical firm will be required to perform:

The Consultant will include sampling of construction materials, testing, observations and special inspections as required by the building code and Project Plans and Specifications. The services are to be provided on intermittent and continual basis as required by the codes, plans and specifications and as requested by the General Contractor. Indicate which, if any of the below listed services are to be provided by forces which are to be subcontracted. The services required are based on requirements listed in the plans and specifications, but are not limited to, the following:

#### 1.1. Inspections

- Reinforcing steel installation including welding and fabrication
- Frame reinforcement beams and columns
- Suspended slab reinforcement
- Moment Frames



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- Mix Design Review
- Concrete and asphalt concrete placement
- Bolts and dowels installed in concrete and masonry
- Structural steel fabrication inspection
- WPS, WPQR and Welding Certificate Review
- All other structural steel field and shop welding
- Welding of Reinforcing Bars and Headed Studs
- High strength bolting
- Concrete batch plant
- Miscellaneous Metal (shop and field) shear connections
- Cast-In-Place and Post-Installed Anchors
- Masonry Laying and Grouting
- Epoxy dowels and bolts
- Member connections to masonry
- Piles and Indicator Piles
- Foundation excavations
- Retaining Wall backfill and boundary elements
- Backfill of underground utility lines and trenches
- Subgrade and basework for pavement areas
- Stormwater Management SWPPP – QSD Design and QSP inspections

### 1.2. Testing

- Concrete Strength
- Masonry Strength
- Masonry Mortar and Grout Test
- High Strength Bolting
- All Anchors
- Mortar and Grout
- Shotcrete
- Structural steel welding including Beam to Column Moment Connections
- Headed Studs
- NDT of Moment Connections
- Reinforcing steel
- Masonry
- Miscellaneous Metal deck and stairs
- Piles and Indicator Piles
- Retaining Wall backfill
- Backfill of underground utility lines and trenches



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- Subgrade and basework for pavement areas
- Seismic Force Resisting System (SFRS)

### 1.3 Geotechnical Observation and Testing (by Geotechnical Engineer of Record)

The Geotechnical Engineer of Record (GEOR) is required to perform the work specified herein. The Geotechnical firm selected will need to assume the role of the GEOR for the project and will also need to have the skills and experience to provide value engineering and consultation during construction. The following is a brief overview of the services the Geotechnical firm will be required to perform:

- Building pad preparation and compaction
- Soil fill placement
- Soil compaction
- Utility trench backfill
- Foundation and slab construction
- Slab subgrade preparation, non-expansive fill and capillary break placement
- Basement slab subgrade preparation
- Basement wall drainage installation and backfill
- Flatwork and Pavement subgrade preparation and baserock compaction
- Shoring design review
- Shoring installation
- Laboratory compaction test curves
- Review RFI'S and modify geotechnical recommendations, if necessary.

## 2. Reporting

- 2.1. Provide an outline of the inspection criteria of your standard procedures for inspection work and for testing of materials
- 2.2. Deputy Inspections and Testing reports
  - 2.2.1. Provide daily inspection reports
  - 2.2.2. Hand-written reports to be left with general contractor at the end of each day (for inspections done on project site)
  - 2.2.3. Electronic format to be provided to entire team or as designated by Contractor.
  - 2.2.4. Provide Daily Inspection Reports to the following parties and any others not listed required by code:
    - Owner



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- General Contractor
- Construction Manager
- Architect
- Structural Engineer
- City of Burlingame
- SWPPP-QSP Authority

2.2.5. Provide a Final Inspection Report / Final Affidavit based upon Consultant's overall evaluation of the work inspected, signed and stamped by a registered engineer in the State of California. At minimum, the Final Report shall include:

- Days of tests and inspections for work performed by the Consultant
- Condition of the substrate/work in place that is receiving inspected work.
- Verification of products installed.
- Meet the requirements of the city for final inspection

### 3. Meetings

3.1. Preconstruction meeting(s) to be held prior to start of inspection services for structural steel fabrication, concrete placement, structural steel erection and field welding.

3.2. Attendance of the inspector at weekly project team meetings as required: Provide number of meetings anticipated to attend, hours and rate. If attendance is required by Contractor notification will be provided forty-eight (48) hours in advance.

### 4. Performance of the Work and Proposed Cost

4.1. Inspection and on-site testing services will be monitored and coordinated by the General Contractor. The consultant will be given a twenty-four (24) hour notice of the need of service by the General Contractor. However, there are to be no charges for cancellations before 4:00 pm the previous day.

4.2. Schedule of Required Services – provide a list of estimated types and estimated quantity of lab and field test, provide unit cost per test (to be used only as a basis for comparison of price)





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4.3. Provide a lump sum fee proposal including all labor, materials and reimbursables based on drawings, specifications and schedule provided.

4.3.1. Please provide your minimum show up charge

4.3.2. Please provide a breakout cost per cylinder break

4.4. Hourly Rate Schedule – Prevailing Wages- Submit a summary of total hourly rates (include rates for all staff that would or could be billed to project) proposed to be charged by your firm. Include both base and overtime rates. If sub-consultants are to be hired, submit sub-consultants' total hourly rates.

4.5. Cash flow projection – monthly cost to be provided.

4.6. Identify any potential cost saving measures associated with required testing/inspections.

### **5. Special Consideration**

The Consultant shall include all of the following considerations when submitting their proposal:

Inspection and Materials Testing for Geotechnical Work will be provided by others.

The Consultant shall be responsible, inclusive within the hourly rate, for all travel and per diem cost incurred during the course of performance of the scope of services.

5.2.1. Shop Fabrication: At this point we do not have a steel subcontractor selected, but assume that you will have to travel as far as Woodland, CA.

5.2.2. Fabrication hours for structural steel fabrication are from 6:00 am to 6:00 pm.

Project Site Construction hours are from 8:00 am to 5:00 pm. Typical work day will be 8 hrs.

Services for the Project are expected to be provided on a continual and on an intermittent basis. Revisions to the schedule and/or work sequences not altering the basis duration of the performance of designated work will not be cause for additional fees.



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- 5.3. Acceptable charges will be for actual time of work on the Project site or at a fabricator's facility only. Standard hourly minimums as sometime employed by the Industry will not be allowed. Time for travel will not be allowed.
- 5.4. Include extra requirements for testing of concrete cylinders required for early breaks for stripping of formwork.
- 5.5. Provide the required number of inspectors required for multiple overlapping of work in the field, i.e. concrete pouring, structural steel welding, rebar placement may all be going on at the same time.

## **6. Qualifications**

### 6.1. Experience

6.1.1. Prospective Consultant must provide recent experience with projects of similar type and size.

6.1.1.1. At least two (2) of the projects must have been of similar building type and like dollar value. Provide a minimum of four (4) projects, but not more than eight (8) for review.

6.1.1.2. Projects must have been constructed in California.

6.1.1.3. Proposed Inspectors have acted as Inspectors on at least two (2) projects of same building type.

6.1.1.4. Have the proper licenses in good standing, and have never had their licenses revoked.

### 6.2. Personnel

Provide proposed key staff and inspector's resumes for review. Please indicate if inspectors are employees of the firm or are subcontracted.

### 6.3. Evidence of Insurance coverage



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Submit proof of insurance coverage by providing a generic insurance certificate listing all of your coverages.

### **VII. REQUEST FOR PROPOSALS**

Submitted proposals shall include five (5) identical copies and one (1) copy in a flash drive that can be used by the City for reproduction and filing purposes. Submittals should be brief and concise and will be reviewed and evaluated based upon the criteria identified below:

#### **1. Cover Letter**

Provide an introductory letter with an understanding of the work to be performed and why the firm believes it is the best qualified to perform the services requested. Indicate the Management Contact (Representative authorized to sign an agreement for your firm) and Project Manager (person responsible for day-to-day management of the project). The successful firm may only change the Management Contact, Project Manager, and other supporting staff and specialists with prior written permission of the City.

#### **2. Company Information**

Provide information about the firm/company, including such items as organization and ownership structure, history, experience and credentials to demonstrate the ability of the firm to perform the requested services.

#### **3. Project Team**

Provide the name, title, experience, qualifications and discipline of the personnel who will be assigned to the project, including any sub-consultants. Information should include similar projects within the last 7 years, project size and contract amount. Provide the resumes of the Management Contact and the Project Manager (person responsible for day-to-day work on the project) and any other key team members from various disciplines, including any sub-consultants.

#### **4. Examples of Work**

Provide pictures, drawings, descriptions and examples of Community Centers and similar public/private buildings or projects that the firm and Inspector Members have successfully completed, with preference to those projects that have been completed within the past 7 years.

#### **5. References**



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Provide a list of at least five (5) references who may be contacted to discuss their experience working with the Project Team on similar public sector projects. Please provide contact information including Organization, Name, Title, Address, Phone, Email, Project Name, and Date of Completion.

### 6. Exclusions

Identify any services that are specifically excluded from the Scope of Work that will likely be needed to complete a project of the desired scope and magnitude.

### 7. Work Plan

Identify management approach, methodology, and relevant project issues for the entire project. Describe in detail how you will accomplish the suggested scope of work that includes the tasks identified in this RFP.

### 8. Project Tasks

Provide a spreadsheet which shows, in detail, the number of hours by task for each project personnel. Provide on the same spreadsheet the total number of **hours** for each task (row total) and total hours for each project personnel (column total). Also identify the project personnel and number of proposed meetings with City staff as needed in the proposal.

### 9. Cost of Services

A cost proposal for the work shall be submitted separately within a sealed envelope, plainly marked, and shall include the following:

A spreadsheet which shows the **dollar cost** per task for each inspection test proposed for the project. The format shall indicate the total dollar cost for each task (row total) and the total dollar cost for each staff project personnel (column total), and the total not-to-exceed fee for the project. The spreadsheet shall also include, in a similar format, lump sum costs for proposed subcontractor work.

Fees paid to the firm will be on a time and materials basis up to the negotiated maximum amount per signed contract. Any extra work deemed necessary by the firm must be pre-approved and authorized by the City in writing. No Payment will be made on any unauthorized work performed by the firm or subcontractors.

## VIII. SUBMITTAL INFORMATION



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The City will accept submittals through **Thursday, January 16, 2020 at 2:00 p.m. PT.**

All submittals must be mailed or otherwise delivered to:

**City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010  
Atten: City Clerk**

All questions regarding this Request for Proposal shall be directed to Margaret Glomstad, Parks and Recreation Director, via e-mail at: [mglomstad@burlingame.org](mailto:mglomstad@burlingame.org); or by telephone at (650) 558-7307.

### **IX. RIGHT TO REQUEST ADDITIONAL INFORMATION**

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Geotechnical firms. The City reserves the right to waive any irregularity, informality or error in any proposal or in the RFP process or to reject any proposal which does not comply with this RFP.

### **X. INTERPRETATION OF PROPOSAL DOCUMENT AND ADDENDA**

1. If discrepancies or omissions are found by any prospective firm or there is doubt as to the true meaning of any part of the RFP, written request for a clarification or interpretation shall be submitted to City **no later than 2:00 p.m., Monday, December 30, 2019.**
2. Clarifications or questions shall be sent to Project Construction Manager: George Sanen – [Gsanen@griffinstructures.com](mailto:Gsanen@griffinstructures.com) 415-8582
3. Any clarification or interpretation of the RFP will be posted to the City's website in an addendum. Any change to the RFP shall be made by addendum and posted to the City's website.
4. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by addendum. A copy of each addendum will be posted to City's website. Any addenda so posted are to be considered a part of this RFP document.





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### **XI. RIGHT TO REJECT**

The City of Burlingame reserves the right, at its sole discretion, to select or reject any or all submittals received pursuant to this Request for Proposals.

### **XII. PRE CONTRACT COSTS**

The City shall not be responsible or liable for any pre-contract costs incurred by the firm responding to this RFP and/or participating in the selection process.

### **XIII. PUBLIC RECORD**

All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.

### **XIV. PROPOSED SCHEDULE**

Submittals Due:	Thursday, January 16, 2020 – 2:00 p.m.
Selection of Preferred firm:	Thursday, January 30, 2020
Agreement between City and firm:	Monday, February 17, 2020

## **Attachment A**

### **Anticipated Schedule**

It is anticipated that construction will start in April/May 2020 and have a duration of 24 months.