

January 17, 2017

Jeffrey M. Cooper, P.E.
Vice President
Penco Engineering
16842 Von Karman Avenue, Suite 150
Irvine, CA 92606

**SUBJECT: REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING
PLAN CHECKING & ON-CALL CONSTRUCTION INSPECTION
SERVICES**

Dear Mr. Cooper,

The City of Garden Grove is looking to retain an engineering firm to meet the needs of our Land Development Section. The City is seeking to establish a contract with a consultant that can provide civil engineering plan checking services and on-call construction inspection services with a varying workload on an on-call basis.

Description

The Consultant shall provide qualified individuals to perform land development review/plan checking and inspection services as outlined in the Scope of Services below.

The workload varies over time, so there may be periods where there is little or no work. Given the budget challenges that most governmental agencies are experiencing, the ideal consultant would be flexible to cover the changing workload and minimizing the impact to the City's budget.

It is anticipated that the contract will be established in the amount of \$500,000. A copy of the Consultant Agreement and the various insurance endorsement forms that will be required of the successful consultant are attached for your consideration and review.

Scope of Services to be Provided

PLAN CHECKER - Services to be performed by the consultant plan checker shall consist of the following:

- Read, understand and evaluate geotechnical, hydrologic, hydraulic, traffic, drainage, legal survey, environmental and other related reports that pertain to

PENCO ENGINEERING
REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING PLAN
CHECKING & ON-CALL CONSTRUCTION INSPECTION SERVICES

Page 2 of 6

the planning, design, review and construction of private and public infrastructure improvements.

- Read, understand, implement and/or prepare "Conditions of Approval" or entitlement documents, EIR's and other reports as related to the planning, design, review and construction of private and public infrastructure improvements.
- Plan check grading plans, street improvement plans, tenant improvement plans, Water Quality Management Plans (preliminary and final), tentative and final parcel and tract maps, lot line adjustments, legal descriptions and survey and easement documents as needed and requested.
- Coordinate plan checking and development processing between various City sections and departments. Prepare City response letters to applicants and the public, as necessary.
- Calculate and check quantity estimates, fees, bonding amounts, shop drawings and design calculations as submitted with plans and applications.
- Meet with developers, engineers, contractors, consultants, the general public and others as required to discuss, resolve or make recommendations for the resolution of development issues, public right-of-way improvements, reports, processing requirements, construction and related issues
- Provide additional backup services, as needed, or requested, that will promote the expeditious and efficient processing and service goals of the City of Garden Grove.

CONSTRUCTION INSPECTOR - Services to be performed by the construction inspector shall consist of the following:

- Ensure full compliance with permit conditions, approved construction plans, specifications, contract requirement and compliance with applicable codes standards for City, State and Federal regulations
- Provide daily and possibly intermittent inspection services of the work covered in construction permit documents.
- Conduct field inspections of road construction, and utility infrastructure regarding erosion and sediment control, grading, clearing, drainage, landscaping and infrastructure.
- Evaluate complaints, conduct inspections to support investigations and resolution.

PENCO ENGINEERING

**REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING PLAN
CHECKING & ON-CALL CONSTRUCTION INSPECTION SERVICES**

Page 3 of 6

- Perform site inspections on related infrastructure to ensure compliance; note violations; notify developers of related problems; conduct inspections/re-inspections for compliance and applicable codes
- Serve as the City's representative and liaison to the contractor and his staff during the construction of the project.
- Firmly, confidently and professionally confront the contractor for unacceptable work, practices and unsafe conditions.
- Effectively and expeditiously communicate with City staff, design consultants and Contractor to identify conflicts, construction problems, coordination issues to obtain needed action.
- Confirm in writing that work being inspected conforms to the construction permit and/or contract requirements and promptly report unacceptable work to the Contractor and Engineer.
- Monitor project work and adjacent areas for unsafe conditions and promptly report it to the Contractor and the Engineer for resolution.
- Enforce all of the provisions of the Storm Water Pollution Prevention Plan and all NPDES provisions.
- Perform all duties in a manner that promotes the cost-effective execution and progress of the work.
- Issue verbal instructions to contractor regarding routine matters and follow up with written instructions for more important or formal matters and as directed by the Engineer.

The City shall provide the following:

- A City representative that will serve as liaison between the City and consultant on a day-to-day basis, where applicable.
- A furnished work area, including phone, at City Hall.
- Use of conference rooms at City Hall.
- Use of reproduction equipment (copiers, scanners, plotters, etc.) necessary in the delivery of services to be performed by the consultant.

PENCO ENGINEERING
REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING PLAN
CHECKING & ON-CALL CONSTRUCTION INSPECTION SERVICES
Page 4 of 6

Proposal Organization and Contents

The proposal may be organized in any manner the consultant wishes. Include the name and location of the designated project manager and an organization chart showing the names of the key personnel to be on assignment. The project manager, or his authorized representative, shall be available to the City throughout the duration of the contract.

To be considered responsive to this request, the following information shall be included in the proposal:

- Consultant understanding of the City's needs and approach to meeting those needs.
- Scope of Work listing tasks, descriptions, methods, techniques and exceptions.
- Description of how work will be performed
- A current fee schedule, under separate cover.
- Company ownership description
- Project organization and staffing with resumes and relevant experience including three recent references on similar assignments.
- References with current contact information

The proposal shall be signed by an individual authorized to bind the submitting firm and should include a statement indicating the proposal is valid for a minimum of 90 days. Full consideration will be given to each proposal received by the City in determining proposal acceptance.

**PENCO ENGINEERING
REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING PLAN
CHECKING & ON-CALL CONSTRUCTION INSPECTION SERVICES**

Page 5 of 6

Requirements

A sample copy of the City's standard consultant agreement, including insurance requirements, compliance issues, disclosure, notifications and other relevant material, are attached for your review and information.

Four copies of the proposal must be received by the City of Garden Grove, Public Works Department, no later than **4:00 PM on Thursday, February 2, 2017**. Proposals may be delivered by courier or mail and addressed to the City of Garden Grove, Attention **Kamyar Dibaj, Project Engineer, 11222 Acacia Parkway, Garden Grove, CA 92840**. No faxes or emails of proposals will be accepted.

Any questions regarding this Request for Proposal should be directed to Kamyar Dibaj at (714) 741-5193.

Selection of the Consultant

A panel will review and rate the consultant's proposal. The top rated firm as determined by the staff review of the proposals will be selected for award. There will not be a pre-proposal meeting. Consultant selection will be based upon the following criteria:

1. Ability of the consultant's key personnel to perform the specific tasks as outlined in the Request for Proposal (RFP).
2. The specific approach to meeting the City's needs with proposed methods and techniques.
3. Qualifications, certificates and experience of the firm and the specific individuals who will perform the work.
4. References: The firm's past record of performance on similar contracts.

