



**DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

**REQUEST FOR PROPOSAL (RFP)  
FOR**

**PROFESSIONAL CONSTRUCTION MANAGEMENT & INSPECTION  
SERVICES**

**FOR THE CONSTRUCTION OF**

**GARVEY AVENUE GRADE SEPARATION DRAIN AND STREET  
IMPROVEMENT PROJECT, CIP884**

OCTOBER 2021

**IMPORTANT DATES**

RFP ISSUED	October 21, 2021
REQUEST FOR INFORMATION DEADLINE: 5:00PM	November 4, 2021
RELEASE OF INFORMATION REQUESTED	November 11, 2021
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 5:00 PM	November 18, 2021
ANTICIPATED AWARD	January, 2022
APPROXIMATE START DATE	February, 2022



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**REQUEST FOR PROPOSAL FOR  
PROFESSIONAL CONSTRUCTION MANAGEMENT & INSPECTION SERVICES FOR  
GARVEY AVENUE GRADE SEPARATION STORM DRAIN AND STREET  
IMPROVEMENT PROJECT, CIP884**

**1. Overview**

The City of El Monte, County of Los Angeles, State of California (“City”) is soliciting proposals from consultanting firms for Construction Management and Inspection Services for the **“GARVEY AVENUE GRADE SEPARATION STORM DRAIN AND STREET IMPROVEMENT PROJECT, CIP NO. 884”** Services include, but not limited to: Providing a constructability review of the design plans, specifications and cost estimate (PS&E); overseeing construction coordination meetings with the contractor and stakeholders; preparation of community outreach material and project webpage in multi-languages (English; Spanish, Chinese and Vietnamese,) weekly project update reports, respond to inquiries and concerns through the duration of the project and as deemed necessary, track and process request for information, coordination of materials submittals; coordinate and conduct material/geotechnical testing providing construction inspection and reporting; schedule tracking; review and recommend approval of contractor payment requests; review, negotiate, and recommend approval of contract change orders; coordination with utilities and other agencies; assuring contractor labor compliance; and records management. For the purpose of continuity, City prefers the proposed team to be in place for the entirety of the project from the start of construction to project closeout.

The selected consultant shall provide qualified staff to oversee the responsibilities of all aspects related to Construction Management and Inspection Services for this project. The assigned staff shall be responsible to fulfill all tasks in accordance with all applicable local, state and federal guideline and law.

All services performed by the consultant or its sub-consultant shall be provided in a manner consistent with the level of care and skill exercised by members of the consultant’s or the respective sub-consultant’s profession. Such services shall be performed under the direct supervision of qualified and experienced personnel.

**2. Project Background/Project Description**

The “Garvey Avenue Grade Separation Storm Drain and Street Improvement Project, CIP No. 884” is located along Garvey Avenue between Durfee Avenue and Valley Boulevard, to include improvements along intersecting streets of Maxson Place and Maxson Road.

The project proposes to construct a new storm drain system to divert existing low flows to pass-through a pre-treatment system then to new underground storm water infiltration galleries with all remaining higher flows to be discharged downstream to an existing 48” RCP storm drain located at the intersection of Garvey Avenue and Durfee Avenue, see attached Improvement Plans.

The project also includes roadway pavement rehabilitation and new raised landscape median, replacement of existing median streetlights, and installation of new entry monument sign. The street improvement portion of the project will begin design in November and anticipate to be completed by February 2022.



The PS&E is currently underway and 60% design. Draft Initial Study/Mitigated Negative Declaration is currently under public review until October 28, 2021 and tentatively scheduled for City Council consideration for adoption on December 7, 2021. Improvements consist of but not limited to new storm drain, underground infiltration chambers, concrete work, roadway pavement rehabilitation, raised median improvements, new median streetlights, ADA compliance, utility adjustments, signing and striping, entry monument, outreach and utility coordination, traffic control etc. and all other work as indicated in the construction documents. It is the goal of this project to improve safety mobility, improve conditions for non-motorized modes of travel, improve the comfort of non-motorized and help reduce the negative environmental effects of motor vehicles on the environment. It is anticipated that construction will be conducted within a 5-working day schedule, however, if the project becomes critically delayed a 7-day working schedule will be necessary.

Anticipated Project schedules are as follows:

- Constructability Review & Finalize Construction Documents: January 2022
- Advertise for Construction Bids: February/March 2022
- Construction Bid Award: April 2022
- Issue Notice to Proceed for Construction: May 2022
- Start of Construction: June 2022

The Project is to be funded using Storm Drain Impact Fees, Safe Clean Water Funds, EPA Grant, and Measure R. This project is subject local, state and federal regulations and procurement requirements. Engineers estimate is \$4,600,000. The requested consultant is expected to begin in February 2022 and be completed by April 2023.

### **Scope of Services**

The City is seeking a qualified proposer to provide technical professional services related to the construction of the following, but not limited to:

- Storm Water Infiltration Gallery;
- Storm Drain System;
- Hydrodynamic Separator;
- Streetlight;
- ADA curb ramps enhancements;
- Pavement Improvements/Rehabilitation;
- Signing and Striping;
- Landscape and Irrigation

The construction is anticipated to be completed one hundred eighty (180) working days. In general, the City of El Monte uses the "Standard Specifications for Public Works Construction" and the "Standard Plans for Public Works Construction" as the basis of a project's plans, specifications, and estimate.

The selected proposer shall provide a qualified Construction Manager responsible to oversee the required inspection, materials and geotechnical testing and perform Construction Management for the construction of the subject project. Responsibilities include but not limited to:



- Provide a constructability review of the project plans, specifications, and engineer's estimate (initial scope of work);
- Attending all project related meetings;
- Propose construction phasing to minimize impact to community, schools, and residents to be incorporated into the Project Specifications;
- Prepare bi-monthly Project Update Summary and submit to the City's Project Manager and Stakeholders every 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Project Update Summary shall include, but not limited to, recap of completed work with photos, upcoming scheduled work, lane and street closures, and parking restrictions;
- Maintaining project files. Project files shall be available to the City's Project Manager through a shared files system;
- Supervise and provide construction observation/inspection;
- Manage, monitor, inspect, maintain and keep track of progress of Perpetuation of Survey Monuments by the contractor;
- Review and file construction inspector's daily reports;
- Review and track the contractor's construction schedule;
- Assure contractor is meeting labor compliance requirements;
- Issue weekly working day statement reports;
- Coordinate with the City's design engineer, utility companies, and other agencies.
- Process, track, review, and/or route all submittals for approvals;
- Review and approve contractor traffic control plans;
- Provide and coordinate public outreach;
- Review and make recommendation for contractor progress payments;
- Prepare, review, and make recommendation regarding the contractor's request for contract change orders;
- Maintain a set of "as-built" plans;
- Arrange for a final walk through inspection and prepare a "punch-list for project closeout". Make recommendation for substantial completion; and
- Oversee the traffic striping and signage inspections.

**Task 1 – Meetings:** The selected consultant will meet with City's Project Manager and Design Team for an initial kick-off meeting.

Schedule and conduct preconstruction conference meeting with the selected contractor, to include stakeholders and utility agencies, as necessary. Conduct weekly coordination meetings with the contractor. Prepare agendas and minutes of all meetings. These meetings may be held at the El Monte City Hall, 11333 Valley Boulevard, El Monte, CA, or field location. In order to follow the Centers for Disease Control and Prevention guidelines, these meetings may be held virtually, via zoom meeting, or may be scheduled at an open space area in the City of El Monte, CA. However, the meeting location may be scheduled for an alternate site or by video conferencing if agreed by the contractor and approved by the City.

**Task 2 – Construction Management:** The selected consultant shall provide a qualified Registered Civil Engineer serving as a construction manager having at least 10 years of experience with similar projects.



Construction Manager under the general direction of the City's Project Manager shall be responsible for overseeing all aspects of the project construction management. Oversee and ensure that all requirements of the project's plan and specifications are strictly adhered to and the project is completed in timely and professional manners, within budget and construction duration with an emphasis in providing the City with a high quality project. Develop project files folders and maintain all records in accordance to an industry standard format. All project files (paper files and electronic files) shall become property of the City and shall be delivered to the City in its entirety.

The Construction Manager shall be to be responsible for reviewing and monitoring Contractor's construction activities, review Construction Inspector's Daily Reports, and issue weekly working days statement. The Construction Manager shall also be responsible at a minimum the following tasks, but not limited to:

- **Task 2A - Constructability Review:** Conduct constructability written review comments for the construction documents of (PS&E). Provide recommendations to improve construction efficiencies and/or reduce impacts to community and the traveling public and potential budget constraints/impacts. Each review shall take no longer than two (2) weeks to complete. The consultant shall meet with the design engineer and the City's Project Manager to address potential design conflicts, comments, and concerns.
- **Task 2B - Supervision of Construction Inspection and Material Testing:** Supervise the work of the project construction inspector(s), geotechnical and material testing technician(s). Review inspector's daily reports and photographs and provide copies on a weekly basis due every Friday by noon. Additional Inspection and Reporting responsibilities are listed in Task 3.
- **Task 2C - Construction Schedule/Phasing:** Develop and present a construction phasing plan to minimize impacts to the community. Construction Phasing shall be lined up with the funding deadlines and shall be prioritized. Present proposed construction phasing plan to the City and design team for consideration and for incorporation on the project specifications.

Review the contractor's schedule and confirm that tasks are scheduled within appropriate time frames with the least impact to the public. On a weekly basis the construction manager shall review the contractor's weekly look ahead schedule to confirm it is in compliance with the original schedule and that coordination with utility companies and agencies has been performed.

- **Task 2D – Material Submittal** – Review, comment and/or recommend approval all of the contractor's submittals, including but not limited to shop drawings, material data, samples, and product data. Responsible to route and track submittals for design engineer or City Staff review and approval.

Responsible to ensure all material and equipment installed are per Project Plans and Specification. Prepare and maintain a tracking log and shall be submitted to City's Project Manager as part on the weekly report.

- **Task 2E – Weekly Work Day Statement:** Prepare and issue the weekly working day statements to the contractor and City the following Monday by noon. The work





day statement shall conform to Caltrans form CEM-2701 or similar form produced by the consultant documenting the same information, as approved by the City.

- **Task 2F –Coordination:** As the City’s representative and ensure coordination between the contractor and the design teams, utility companies, other agencies, City, Transit, LA County Fire, El Monte Police, stakeholders and the community.
- **Task 2G – Traffic Control:** Review the contractor’s proposed traffic control plan and the day to day operations to assure safety to the traveling public, pedestrians and to minimize the impacts to the general public.
- **Task 2H – Review Contractor’s Payment and Contract Change Order Request:** Review, verify and make a written recommendation of contractor’s invoices/payment requests to the City. The construction manager shall reconcile item quantities with field measurements and verify consistency with contractor’s progress invoices.

Prepare all City approved contractor change order requests and owner initiated contract change orders on City Change Order form. The construction manager shall also forward all requests to the design engineer for their input to the requests validity and cost. If the request is valid and a reasonable cost is established, the construction manager shall forward the change order request to the City recommending approval and tracking.

- **Task 2I – Review on Contract Claims:** The construction manager shall be responsible in working with the contractor and resolving any issues prior to claims. The construction manager shall assist with City personnel in recommending the best solution to resolve disputed claims. Resolution of all disputed claims shall be approved by the City Engineer or its designee.
- **Task 2J – Final Walk Through and “Punch-List”:** The construction manager shall arrange for a final walk through inspection with the contractor and prepare a “punch-list” of items needing to be addressed to complete the work and track progress and its status. The construction manager shall certify the completion of work improvements pursuant to the construction contract documents and shall make recommendations for final acceptance.
- **Task 2K – “As-Built” Plans:** Maintain a set of “as-built” plans and document any deviations from the original construction contract documents, including change order work. These plans shall be submitted to the City once the project is complete.
- **Task 2L – Public Outreach:** The selected consultant shall provide public awareness through construction progress updates, preparation of outreach materials/flyers as approved by the City, digital outreach using social media, develop and provide project webpage, and print and distribute in multi-language (English, Spanish, Chinese and Vietnamese). Selected consultant shall submit examples of public outreach materials and webpage(s) developed for past or current public agency projects.

The construction manager shall be responsible to host one (1) virtual community outreach meeting prior to start of construction to include preparation and



distribution of a multi-language (English, Spanish, Chinese, & Vietnamese) public outreach letter/postcard inviting residents and businesses via mailers to City approved distribution area map (~2000' radius) and on City approved social media outlets. City will provide sample letter/postcard or reference only.

Construction Manager shall be responsible to personally reach out to nearby school(s), businesses, transit operators, and residents immediately affected by the project to further discuss the project details and schedule.

The selected consultant shall also be responsible to oversee construction notices to be delivered by contractor along the project area.

**Task 3 – Construction Inspection and Reporting:** The selected consultant shall provide at least one experienced full-time construction observer/inspector to assure compliance with the plan and specifications throughout the project duration to include weekend and night work. Construction inspector shall have the full knowledge in the day to day operations and activities, coordination and monitoring of all construction methods, traffic control, water quality SWPPP and BMP's implementation and other associated work. Although it is anticipated most of the work will occur during the day it can be assumed that a portion of the work may occur at night in order to minimize traffic impacts. The consultant shall report the daily progress of the work on Caltrans forms CEM-4501 and CEM-4601 or similar forms produced by the consultant, approved by the City, documenting the same information. The consultant shall document all personnel and equipment used for the day. The construction inspectors report shall incorporate photos, before, during and after construction. Photos included in the construction inspectors report shall be properly labeled with location and short description. The format of the inspector's daily report will need to be similar to Caltrans Resident Engineers Daily report form CEM-4601. Copies of these forms shall be submitted to the City's Project Manager on a weekly basis. Inspection services shall provide a licensed Traffic Engineer to field inspect all cat tracks and final striping for all proposed traffic striping.

**Task 4 – Labor Compliance:** The selected consultant shall resolve complex labor compliance issues, review, verify and enforce the prime contractors and subcontractors submittal of monthly certified payrolls pursuant to the contract agreement, local, Federal, and State requirements. All correspondence and corrections with and by the contractor shall be documented and forward to the City. Construction Manager will need to inform the city as soon as he/she discovers the discrepancies or labor compliance violations. The consultant shall submit a monthly labor compliance report to the City. The report shall include certified payrolls, correspondence corrections, consultant letter certifying the review and labor compliance in accordance to the Federal and/or State regulations. The consultant shall also be required to implement and administer the City's Project Labor Agreement and prepare monthly reporting as required.

**Task 5 – Geotechnical and Materials Testing:** The selected consultant shall provide geotechnical and/or materials testing to assure the contractor's construction methods and materials meet the requirements of the plans and specifications. The proposed cost for Geotechnical-Construction Services shall cover all material testing required throughout the duration of the project to include all reports.

**Task 6 – Survey:** The selected consultant shall monitor all activities related to the contractor's survey work including but not limited to verification of field work, survey records, monumentation, etc.





**Task 7 - Construction Phasing:** As part of the constructability review, Construction Manager shall propose construction phasing to minimize impact to community, schools, and residents. The criteria for the recommended construction phasing shall be incorporated in the Project Specification.

**Task 8 – Traffic Signing and Striping Inspection:** The selected consultant shall provide a licensed Traffic Engineer in the State of California to field inspect all cat tracks, final striping, and signage as proposed. All field comment(s) shall be documented and redlined on the construction plans to be provided to the contractor.

The City reserves the right to delete specific task(s) and/or line items at no additional cost.

### 3. Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions **twelve (12) pages or less**. Note that 1 page includes the front side of an 8.5x11 sheet of paper and the cover does NOT constitute a page.

- a) **Cover Letter. Maximum one (1) page cover letter** signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:
  - I. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS AND CONDITIONS OF THE STANDARD CM/INSPECTION PROFESSIONAL SERVICES AGREEMENT.
- b) **Project Approach and Schedule Control. Maximum three (3) pages** explaining the way in which the Construction Manager will timely complete all of the tasks called for under the RFP. It is critical the proposer describe methods that can be used to keep the project on schedule and on budget. A Kick-off Meeting with the Project Team will be held tentatively in January, 2022, with the time and date **TBD**.
- c) **Proposed Personnel.** Resumes for the Construction Manager and Construction Inspector and other key personnel, including sub-consultants shall not exceed **four (4) pages**. The designated Construction Manager shall be the primary contact and will represent the City during the project duration. Provide a summary of the relevant experience and work history related to storm water BMP, LID's, street, landscape and irrigation, and traffic improvement projects. Also, discuss the Construction Manager and Inspector's direct experience with similar grant funded projects in magnitude and nature.
- d) **Public Outreach. Maximum of two (2) pages** to consultants proposed public outreach strategy and implementation plan to promote the project. Provide submit examples of public outreach materials and links to webpage(s) developed for past or current public agency projects.



- e) **Fee Schedule/Rate Schedule.** A detailed all-inclusive fee and rate schedule of the proposed construction manager, inspector of record, as needed Traffic Engineer, and Geotechnical Construction Services. **Any proposed sub consultant(s) can be shown as lump sum.**

**The proposal fee shall base on the duration of the project. Please note, City will only approve and pay for work performed. If the Project is postponed, stopped, and/or delayed due to COVID and/or waiting for material delivery, etc. the City will not be responsible to compensate for staff time during the period when the Project is temporarily postponed or stopped and no construction activity is being performed.**

The hourly rate shall also include costs and expenses related travel, mileage, etc. No additional reimbursement will be granted.

#### **4. Evaluation Criteria**

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the Project, cost, proposed schedule and compliance with the RFP requirements including the terms of the attached Standard PSA. Each such factor shall be weighted by the City as follows:

- a) **Expertise, Experience & Training Plus Prior Contracting History (30%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with **similar projects** in similar fields and qualifications and depth of the staff that will perform the work on this project.

This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.

- b) **Project Approach (20%)** – The proposer's responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- c) **Proposal Fee (20%)** - Reasonable allocation of cost to tasks. Reasonable total number & distribution of hours to proposed staff
- d) **Public Outreach (15%)**- Compliance with public outreach effort described above and proposed public outreach strategies
- e) **Schedule and Budget Control (10%)** – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated by the Project.
- f) **Compliance with RFP (5%)** – The ability of the proposer to comply with all instructions set forth under this RFP

**Consultants should thoroughly address the above selection criteria to receive the maximum possible points.**



## 5. Selection Process

A selection committee comprised of City staff will review the proposals. Proposals will be ranked and the selection team may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to provide the required services.

## 7. Proposal Requirements

The Consultant's proposal must be comprehensive, concise and to the point. Current company resumes of key personnel should be included as well as examples of previous work. However, a proposal is a voluntary response on the part of a Consultant, and this RFP does not commit the City to pay any costs incurred in its preparation. The City reserves the right to accept or reject optional elements of this proposal, or the proposal in part, or its entirety.

This RFP is a solicitation for proposals only, and is neither intended, not to be construed as an offer to enter into an agreement or engage in any formal rule competitive bidding or negotiation pursuant to any statute, ordinance or regulation.

All data, documents, and other products used or developed during the project will become the property of the City, even in the situation where the project is cancelled.

**The deadline to submit a proposal is November 18, 2021 at 5:00 p.m. Proposals received after the deadline will not be considered. Proposer is required to submit an "ebid" through PlanetBids online platform. See link below:**

**<https://www.planetbids.com/portal/portal.cfm?CompanyID=43375>**

A copy of the Request for Proposal (RFP) and subsequent addenda to the RFP is available on the PlanetBids online platform on the link listed above.

It is the proposer's responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Proposers are also required to submit three (3) hardcopies of the complete proposal to be received prior to the time and date specified. No exceptions to this requirement will be considered.

Proposal shall be submitted to the following address:

**City of El Monte – City Hall West  
Department of Public Works – Engineering Division  
11333 Valley Boulevard  
El Monte, CA 91731-3293**

**ATTN: Lee Torres, City Engineer**

**Subject: GARVEY AVENUE GRADE SEPARATION STORM DRAIN AND STREET IMPROVEMENT PROJECT, CIP NO. 884 (CIP NO. 052)**



Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- a) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- b) Late proposals will not be considered.
- c) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor nor will it be based on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- f) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- i) By the submission of a proposal, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit 1. By submission of a proposal, each proposer agrees to execute a PSA



with the City in the form attached hereto as Exhibit 1, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer's objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their proposal. A proposer's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are taken into account.

- j) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- k) All questions or requests for clarification shall be submitted via email to Lee Torres at [ltorres@elmonteca.gov](mailto:ltorres@elmonteca.gov) by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the City's PlanetBids portal by the RELEASE OF INFORMATION REQUESTED DATE.
- l) If it becomes necessary to revise any part of this RFP, written addenda will be posted on the City's PlanetBids portal. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- n) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.
- o) Proposers may withdraw their proposal prior to the Submission Deadline.
- Fee Schedule/Cost Proposal.

Provide a detailed cost estimate as described in Section 4:g.



## **8. Insurance Requirements**

The selected consultant shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). GENERAL LIABILITY CARRIER MUST HAVE A S CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000. Sample is available upon request.





## **ATTACHMENT A – PROJECT PLANS**



**ATTACHMENT B –  
STANDARD PROFESSIONAL SERVICES AGREEMENT**