



**REQUEST FOR PROPOSALS**

**CONSTRUCTION INSPECTION SERVICES**

**FOR THE**

**EL SEGUNDO BOULEVARD IMPROVEMENT PROJECT**

**RFP NO. 22-06**

**City of El Segundo, Public Works Department**

November 9, 2022

Dear Sir/Madam,

The City of El Segundo invites qualified firms to submit a sealed proposal to provide construction inspection services for the El Segundo Boulevard Improvement Project, based on the plans and specifications issued for bid. The engineer's cost estimate on the project is \$6,500,000.

Five (5) hard copies and one (1) electronic copy of the sealed proposal must be received by the City Clerk by:

**11:00 a.m. PST, December 8, 2022**

City of El Segundo  
City Clerk's Office  
350 Main Street  
El Segundo, CA 90245

**Late proposals will not be accepted.**

Interested parties may obtain a copy of this RFP by accessing the City of El Segundo website:

<https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

Any and all updates, addenda, questions and answers and changes to this RFP will be distributed through the Bid/RFP webpage. The City shall not be held responsible or liable if interested bidders or proposals miss any information relevant to this RFP.

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## **Section 1: Introduction and Project Description**

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The City of El Segundo is soliciting Request for Proposal (RFP) from qualified Professional Construction Inspection Consultant for services on the City's El Segundo Boulevard Improvement Project, anticipated to start construction in Spring 2023. The estimated construction cost of the proposed improvement is up to \$7M. The selected firm will report to the Ms. Cheryl Ebert, P.E., Project Manager. Any questions regarding this RFP shall be emailed to [cebert@elsegundo.org](mailto:cebert@elsegundo.org) no later than 5:00 p.m. on November 28, 2022. Answer to questions will be posted on the City's website by 5:00 p.m. on December 1, 2022.

The scope of professional services to be provided shall include the completion of the tasks described herein, as well as other elements or modifications which may be agreed upon through the request for proposal process. All services shall be provided in accordance with the City's standard Professional Services Agreement which is provided as Attachment D. Submission of a proposal for this RFP constitutes agreement and consent to the material terms of this Professional Services Agreement. The City may modify its terms, as it solely deems necessary, for the project.

### **Project Description**

El Segundo Boulevard is a major arterial east/west six-lane divided arterial from Isis Avenue to Pacific Coast Highway, and a four-lane divided arterial from Pacific Coast Highway to Illinois Street. The roadway has a varying width from 52-foot curb to curb on the westerly end of the project to 106-feet at the easterly end of the project limits. The existing pavement shows widespread signs of deterioration throughout the corridor with an average Pavement Condition Index (PCI) between 0-40 which constitutes a need for rehabilitation. Existing conditions on El Segundo Boulevard are missing ADA compliant curb ramps, needed larger traffic signal poles, dedicated bicycle facilities including bicycle detection, and adequate pedestrian crossings.

The proposed El Segundo Boulevard Improvement project is part of the 3-year CIP program approved by the City Council in June 2019, and it consists of:

- Rehabilitate existing pavement along El Segundo Boulevard between Illinois Street and Isis Avenue; and rehabilitation along Nash Street, between El Segundo Boulevard and Imperial Highway. Several options of pavement rehabilitation were considered, and the recommended option would include cement stabilized base with an asphalt overlay. This option will include detours and consequently will cause delays along El Segundo Boulevard during the construction.
- Install curb ramps on El Segundo Boulevard at Illinois Street, Continental Boulevard, Nash Street, Douglas Street, and Aviation Boulevard intersections.
- Install curb ramps on Nash Street at Grand Avenue, Mariposa Avenue, Maple Avenue, Atwood Way, a midblock crosswalk, and Imperial Highway intersections.
- Install approximately 1,020 lineal feet of "cycle track" from PCH to Continental on El Segundo Boulevard, install approximately 27,450 lineal feet of Class II Bike Lanes from Aviation Boulevard to PCH, on Douglas Street between Rosecrans Avenue and Imperial Highway, on Nash Street between El Segundo Boulevard and Imperial Highway, and install suitable shared Class III Bike Route markings ("Sharrows") in the nearby area where applicable. Green paint will be used in conflict zones between vehicles and bicyclists to enhance visibility of the bicyclists and decrease

vehicle encroachment into the bicycle zone.

- Remove median-mounted traffic signal pole at Douglas Street intersection and install larger traffic signal poles to accommodate longer mast arms.
- Install pedestrian push buttons, pedestrian countdown signal heads, bicycle detection loops, and video detections at various intersections along El Segundo Boulevard.
- Remove median landscaping, including the large Ficus trees that have caused deterioration to the roadway structure and replace with landscaping consistent with the El Segundo South Campus Specific Plan. New irrigation will also be installed in medians where landscape will remain.

### **Project Funding**

The project has received funding from the following sources:

- Los Angeles County Metropolitan Transportation Authority (Metro) Measure M Multi-Year Subregional Program (MSP) funds in the amount of \$4,050,000.
- Federal Earmark funds from a previous project in the amount of \$786,537.
- Local return Proposition C will be used for the remainder.

### **Project Engineer**

MNS Engineers  
100 E. Thousand Oaks Boulevard, Suite 105  
Thousand Oaks, CA 91360  
Michael Ip, PE, Principal Engineer

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## **Section 2: Scope of Services**

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The selected consultant must include the following professional services in their scope of work:

- Conduct on-site inspection of the work to ensure compliance with the contract documents.
- Provide daily reports of activities at the project site, including site conditions, recording equipment and personnel hours, extra work, and daily activities.
- Ensure traffic control complies with approved traffic control plans.
- Confirm quantities of materials used on the project by collect material certifications and load tickets to confirm quantities of materials.
- Document material product to ensure compliance with contract documents.
- Coordinate with utility agencies for any utility work required, including prior to project start, during construction phase, and at project close-out, as needed.
- Coordinate with local utility and governmental agencies for permits, as needed.
- Verify approved BMPs are correctly implemented and maintained. Monitor compliance with National Pollutant Discharge Elimination System (NPDES) permits and requirements. Monitor

compliance with all other local, state, and federal laws and regulations.

- Perform and review soil compaction testing, asphalt concrete testing, and concrete slump and strength testing, and/or coordinate special testing, inspection work, and surveying, as required.
- Photograph project prior, during, and after construction.
- Understanding of Metro grant funding requirements specific to the El Segundo Boulevard Improvement Project (Attachment C). Info on Measure M Multi-Year Guidelines can be found on Metro's website: <https://www.metro.net/about/measure-m/>
- Attend project related meetings, which may include but not limited to, with local government agencies, utility agencies, the Contractor, the Designer, and the City of El Segundo.
- Review and evaluate proposed change orders made by the Contractor. Provide City staff with a recommendation on proposed change orders, as needed.
- Review shop drawings and submittals from Contractor.
- Assist in reviewing progress payments made to the Contractor for work performed. Provide complete measurements and calculations to administer progress payments.
- Upon project completion, conduct a final inspection and project close-out. Ensure all punch list items have been addressed.

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### Section 3: Proposal

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The proposal, at a minimum, should include the following information:

- A. Cover Letter including the name of the main contact and their contact information including name, title, address, phone number and email address. ~~Engineering or architectural firm should also indicate their willingness and ability to complete the detailed Design Development and Construction Document for the project.~~
- B. Project Proposal including consultant's understanding of the project and a description of how the consultant will approach the project with specific milestones and deliverables as outlined in this RFP. Any issues and challenges that may be encountered must be provided in this section.
- C. Qualifications demonstrating firm's expertise in successfully managing projects of this size and type as described, including work for municipal agencies. References must be included. Inspection services will be required; project management services will be as needed.
- D. Personnel and Project Management including a list of key project staff and their qualifications, including sub-consultants, if any, to be retained by the consultant. Include an organization chart of the proposed project team including hourly rates. Include a statement committing ~~the Project Manager and Lead designer~~ a qualified inspector to the entire project from start-up to completion, noting workload and availability.
- E. Scope of Services to be provided with a breakdown of specific tasks.
- F. Fee Proposal for Services including a fee breakdown by task. The fee shall be a not-to-exceed amount, including the estimated "other direct costs" such as mileage and reproduction. The Fee Proposal shall include raw and loaded rates, noting overhead and profit percentages, and must be submitted with the proposal in a separate sealed envelope.

- G. Statement of Acceptance that consultant is agreeable to execute the enclosed Professional Services Agreement, to provide proof of insurance as noted in the agreement and to obtain and maintain a City Business License for the duration of the consultant services. See Attachment D for a sample of the City’s Professional Services Agreement.

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## **Section 4: Selection Process**

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City staff will recommend a consultant to be approved by City Council. City staff’s recommendation will be based on content within the submittals with an emphasis on consultant’s qualifications, project understanding, professional experience, and ability to meet all aspects of the scope of work. City staff will also evaluate based on results of reference checks, and proposal fee and rate schedule.

The City reserves the right to select any qualified firm for Construction Inspection Services described in this RFP and may elect to hold in-person interviews for final selection.

City staff will make a recommendation to the City Council regarding the award of a contract based upon staff’s evaluation. The City reserves the right to reject any or all proposals, in whole or part, to waive any nonmaterial informality or irregularity in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City.

All RFPs will be evaluated based on the following criteria:

- Responsiveness and completeness of the RFP (10%).
- Consultant team qualifications and overall experience (30%).
- Issues and challenges (20%).
- Understanding and approach (30%).
- Reference checks (10%).

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## **Section 5: Insurance Requirements**

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Type of Insurance	Limits
Commercial general liability	\$2,000,000
Professional liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers Compensation	Statutory requirement

Refer to attached Professional Service Agreement template (Attachment D) for complete details.

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## **Section 6: Title VI**

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The City of El Segundo seeks to ensure equity in access to its programs, activities, and services so that every citizen has the greatest opportunity to achieve and obtain the foundations necessary for self-

sufficiency and success. All departments and agencies are commits to ensuring that no person is subjected to discrimination, excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, sex, age, creed, disability or English language proficiency, as provided by the Title VI of the Civil Rights Act of 1964, 49 CFR part 21 and all related regulations and directives.

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## **Section 7: Additional Information**

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The successful consultant will be selected by the City Council acting within its sole discretion. The City Council is under no obligation to contract with any consultant.

Proposals will remain effective for sixty (60) days beyond the submittal deadline. All documents, drawings, and findings that are associated with this project will be the property of the City of El Segundo.

To be considered, proposers must submit:

- One (1) electronic copy of their proposal, in a PDF file, to [allcityclerks@elsegundo.org](mailto:allcityclerks@elsegundo.org) The subject title needs to read **“RFP#22-06 Construction Inspection Services for the El Segundo Boulevard Improvement Project”**. The person submitting the RFP must include in their email, person’s full name, title, company name and phone number. Once the City Clerk’s office receives the electronic copy of the RFP, staff will reply to the email acknowledging receipt of the electronic RFP. If you do not receive confirmation, it is the proposer’s responsibility to contact the City Clerk’s office to make sure that the electronic copy of the RFP has been received. Proposals received after the schedule submittal deadline will not be accepted.

### **AND**

- Five (5) hard copies in a sealed envelope with the name and address of the company submitting the proposal and it should be clearly marked with the words **“Request for Proposal (RFP#22-06)”** and the title **“Construction Inspection Services for the El Segundo Boulevard Improvement Project”**

### **NO LATER THAN:**

**11:00 a.m. PST on December 8, 2022 to:**

**Office of the City Clerk City of El Segundo  
350 Main Street  
El Segundo, CA 90245-3813**

All submittals received after the scheduled submittal deadline will not be accepted and may be returned unopened at Proposer’s expense.

**RFP Schedule**

The City reserves the right to make changes to the below schedule but plans to adhere to the implementation of this proposal process as follows:

<b><i>Project Schedule</i></b>	
November 9, 2022	RFP Release Date
November 28, 2022, 5 p.m.	Deadline to Submit Questions
December 1, 2022, 5 p.m.	Answer to Questions available on website only
December 8, 2022, 11:00 a.m. PST	Proposals Due
Dec. 12, 2022 – Dec. 16, 2022	City Review of Proposals
Week of December 19, 2022	Interviews of Qualified Consultants
Week of December 19, 2022	Selection of Consultant
January 2023	City Council to Award Final Design to Consultant
March 2023	Commence Project

**Attachments**

Attachment A Vicinity Map of El Segundo Boulevard Improvement Project

Attachment B Link to Plans and Specifications that were issued to bid:

<https://cityofelsegundo.sharefile.com/d-sc5b5106613c446288626fc7980ec0d63>

Attachment C Los Angeles County Metropolitan Transportation Authority, Funding Agreement

Attachment D City of El Segundo, Professional Services Agreement (PSA)