

Susanville Indian Rancheria

**REQUEST FOR PROPSAL**

**Contract 2018-001**

**Spring Ridge Road Asphalt Overlay**

FOR

Preparation of Plans, Specifications and Estimate (PS&E) for

Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project

Release Date: February 7, 2018

PROPOSALS DUE: 1:00 PM, March 16, 2018

Susanville Indian Rancheria  
745 Joaquin St  
Susanville, CA 96130

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## **SECTION 1 - INTRODUCTION**

The Susanville Indian Rancheria (SIR), a federally recognized Indian tribe, is requesting a proposal for Preparation of Plans, Specifications and Estimate (PS&E) Services. The Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project will be funded with Federal funds requiring the Contractor to follow all applicable local, State, and Federal laws and regulations.

## **SECTION 2 – SCOPE OF WORK**

### **General:**

The Susanville Indian Rancheria is interested in contracting with a Contractor to conduct and coordinate necessary tasks related to the **Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project**, which includes the **preparation of Plans, Specifications and Estimate (PS&E) Services** for the Construction phase of the Project.

The work shall comply with the requirements of all of the following, without limitation, and this RFP and any subsequent contract as incorporated herein by reference:

1. Federal laws
2. State laws
3. Lassen County laws
4. Native American Preference will apply

The Contractor shall obtain and maintain the following minimum insurance during the entire performance period. Before beginning on-site operations, the Contractor shall submit to the Tribal Representative evidence of insurance coverage. Certificates of insurance shall contain a thirty (30) day cancellation notice.

### **LIABILITY INSURANCE**

1. Contractor will require to procure and maintain during performance of the contract and for the full period allowed by law, surviving the termination of Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance.

#### **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
  
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.

3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.

4. Errors and Omissions liability insurance endorsed to include contractual liability.

B. Minimum Limits of Insurance: No less than

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this work sought by this RFP, or the aggregate limit shall be twice the prescribed per occurrence limit.

2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by SIR.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

a. SIR, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, products and completed operations of the Contractor, premises owned, occupied or used by the Contractor, or automobiles owned, hired or borrowed by the Contractor for the full period of time allowed by law, surviving the termination of the Contract. The coverage shall contain no special limitations on the scope-of-protection afforded to SIR, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance with any insurance or self-insurance maintained by SIR, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to SIR, its officers, officials, employees or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

## 2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against SIR, its officers, officials, employees and volunteers for losses arising from Contractor's performance of the work.

## 3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of a Contract awarded pursuant to this RFP.

## 4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

## E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

## F. Verification of Coverage

Prior to performing services under a contract awarded in response to this RFP, the Contractor shall furnish SIR with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by SIR. Where by statute, SIR's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted.

G. Subcontractors. Subcontractors must either be covered, as provided above, by Contractor's insurance policies or provide proof, satisfactory to SIR, that they have equivalent coverage.

### **SECTION 3 – SERVICE TO BE PROVIDED**

The SIR intends to retain a qualified and committed professional engineering firm/team to provide services required for the preparation of the PS&E for the **Spring Ridge Road Asphalt Overlay Route # J52-550-0226(20) Project**. The scope of work will also include preparation of final construction bid documents. The selected Contractor will work closely with SIR, as well as the FHWA. The Contractor will provide professional and technical engineering services to prepare final design documents and related activities. The required engineering design services will include, but not be limited to, the following: 1) roadway, drainage, pavement features, signing, striping, stage construction & traffic control, landscaping and such other incidental features required to complete the PS&E and final bid documents. The selected Contractor will also need to provide design support services during construction.

### **SECTION 4 - BACKGROUND**

The Spring Ridge Road Project is located in Lassen County and located north of Hwy 139 (west of Banner Hospital) and continues west to the north end of Numa Road. Spring Ridge Road is a principal arterial which connects the upper and lower portions of the Susanville Indian Rancheria and is one the most frequently traveled roads in Susanville ( See **ATTACHMENT 1 – SPRING RIDGE ROAD MAP**). Spring Ridge Road is the only access to the Upper Rancheria and provides emergency vehicle (Fire, Medical, and Law Enforcement Agencies) access. Snow removal and road maintenance is provided by the Susanville Indian Rancheria Public Works Department.

### **SECTION 5 - PROJECT DESCRIPTION**

Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project (See **ATTACHMENT 1 – SPRING RIDGE ROAD MAP**) consists of 0.80 miles of road way and will require a new 2 inch overlay, new striping, reflective pavement markers and updating road signs. All construction and specifications must meet Caltrans Specifications' standards.

### **SECTION - 6 NATIVE AMERICAN PREFERENCES**

Indian preference will apply to the bid process. A price differential for qualified Indian bidders will apply based on the SIR's Procurement Policy that is reflective of the lowest responsible, responsive non-Indian bid.

## **SECTION 7 - RFP SUBMITTAL REQUIREMENTS**

Please prepare your proposal in accordance with the following requirements:

The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. Resumes should be included in an appendix.

1. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the contractor selection process. The person authorized by the firm/team to negotiate a contract with SIR **MUST** sign the proposal and be identified in the proposal. Address the cover letter as follows:

Susanville Indian Rancheria  
745 Joaquin St  
Susanville, CA 96130.

2. Project Understanding: This section shall clearly convey that the Contractor understands of the nature of the work, including coordination with and approvals from SIR.

3. Approach and Management Plan: This section shall provide the firm's/team's proposed approach and management plan for providing the services.

4. Qualifications and Experience: The proposal shall provide the qualifications and experience of the contracting team that will be available for the Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project.

5. Work Plan and Schedule: The Work Plan should be structured to include the following major tasks for each Construction Package: • 30% Submittal • 90% Submittal • 100% Submittal with Final Design • Permit Applications and Obtaining Permits • Design Support Services during Construction. This section shall include a description of how each major task and subtask of the project will be conducted, identification of deliverables for each major task and subtask, and a schedule. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and subtasks and include durations for the performance of each task, subtask, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the PS&E services for this project on schedule.

6. References: The Firm must provide at least three references (names and current phone numbers) from recent work (previous five years) similar to the Spring Ridge Road Asphalt Overlay Route # J52-550-0226 (20) Project and shall include a brief description of each project associated with the reference as well as the role of the identified team member.

7. Cost Proposal: A cost proposal should be submitted titled "PS&E Contractor Cost Proposal." The cost submittal should indicate the number of anticipated hours/costs by the Project Manager and Key Team Members. The estimated level of hours/costs for other staff can be summarized in general categories. NOTE: Hours/costs for each sub-Contractor shall be included in the cost proposal. Also, please include a list of personnel positions proposed for performance of the services and the hourly salary range of each classification (including sub-Contractors)..

Submittal of Proposals: Three (3) copies of your proposal are due at the SIR offices no later than the time and date specified below. Submittal packages containing the proposals should be clearly marked, "Proposal Enclosed: Asphalt Overlay Spring Ridge Road Route # J52-550-0226 (20) Project Preparation of Plans, Specifications and Estimate (PS&E) Services" and addressed as follows:

Russell Burriel, Public Works Director  
Susanville Indian Rancheria  
745 Joaquin Street  
Susanville, CA 96130

**Proposals due: 1:00 PM, March 16, 2018**

Any questions related to this RFP shall be submitted, in writing, to the attention of Russell Burriel via email at [rburriel@sir-nsn.gov](mailto:rburriel@sir-nsn.gov). Questions shall be submitted before 5:00 PM on March 02, 2018.

**SECTION 8 – EVALUATION OF CONTRACTOR**

The overall process will be to evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a point system basis using the following criteria:

1. Qualifications and specific experience.
2. Project understanding and approach, including an understanding of SIR approval and coordination processes.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

**SECTION – 9 SELECTION PROCESS DATES**



The Tribe will open proposals on March 16, 2018 at the Susanville Indian Rancheria Tribal Resource Center located at 735 Joaquin St, Susanville, CA at 2:00 PM and will contact the apparent successful submitter on March 21, 2018.

### ATTACHMENT 1 – SPRING RIDGE ROAD MAP

Spring Ridge Rd Resurfacing Project

