CITY OF COVINA

REQUEST FOR PROPOSALS

FOR

DESIGN-BUILD SERVICES

FOR THE

COVINA SENIOR AND COMMUNITY CENTER PROJECT

at Kelby Park
Covina, California

Release Date: July 19, 2017
The City of Covina is requesting Proposals from qualified firms to provide Design-Build Services for the Covina Senior and Community Center Project located at Kelby Park, 815 N. Barranca Avenue, Covina, CA 91723.

Proposal packages must be addressed and submitted to the City of Covina on or before 11:00 AM, Monday, August 7, 2017.

Proposal packages are to be submitted to:

Siobhan Foster, Director of Public Works
City of Covina
c/o City of Covina Clerk’s Office
125 E. College Street
Covina, CA 91723

The Request for Proposals (RFP) is available for download from the City of Covina website at: http://www.covinaca.gov/rfps.
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1. INTRODUCTION AND PROJECT SUMMARY

1.1 INTRODUCTION

The City of Covina (City) is utilizing the Design-Build method of project delivery for the Covina Senior and Community Center Project, (Project), which will be constructed in Kelby Park, located at 815 N. Barranca Ave., Covina, CA 91723. The City is issuing this Request for Proposals (RFP) for the stated purpose and to ensure that the residents of the City receive the highest quality facility at the most economical price. The City wishes to implement an approach that integrates people, systems, and practices into a process that collaboratively employs the expertise, creativity, and insights of all participants to maximize efficiency through design and construction, optimize project results, and deliver the best value to the community.

This RFP provides instructions to the prospective Design-Build Entity (DBE) regarding the project requirements. For purposes of this solicitation, DBE is defined as the entity that will be awarded a contract for the complete design and construction of the Project and all its key design and subcontractor members, either pre-qualified or added later, per the terms of the contract documents. Federal, State, and Los Angeles County Regional Park and Open Space District (District) Grant requirements mandate this Project to comply with the requirements of the California Public Contract Code and other provisions of State and Federal law applicable to this Project. Nothing in this RFP is intended nor should be interpreted as contravening the provisions of these codes. DBE shall be fully knowledgeable of, and shall comply with, the provisions of Federal, State and County law, rules and regulations applicable to this Project.

The Project-required demolition will include (with the exception to the demolition of the Joslyn Center building which will be completed by the City), hazardous material abatement, removal and replacement of site utilities and appurtenances, and removal and replacement of other improvements within the limits of the work. Additionally, the existing restroom building will not be demolished. DBE will be required to maintain access to the Scout House as well as provide 10 to 15 parking spaces for guests. DBE will also be required to provide temporary and permanent utilities to both the Scout House and existing restrooms. The City plans to close the remaining areas of the park to the public during construction.

**Covina Senior and Community Center Building**

The Covina Senior and Community Center (Center) is envisioned to be approximately 16,000 square feet, equipped with a reception area, multi-purpose rooms, warming kitchen, and staff offices. There will be an emphasis on maximizing use of the facility by designing spaces for multi-use and flexible sizing, flow between indoors and outdoors and between program activities and circulation, the suffusion of daylight throughout the Center, and the maintenance, durability, and sustainability of the facility. For the first five (5) years of use due to funding requirements, a portion of the facility will be restricted to serve seniors only. Approximately 7,000 square feet will be restricted for senior citizen activities, including a warming kitchen and fitness room. Separate areas for general use, including a catering area, will be included in the design. The City will be seeking DBE input on the most creative and cost effective way to design and construct the senior and general use areas.

The Project will be funded by the City utilizing a combination of funding sources. Approximately $5 million is anticipated to be available from Community Development Block Grant (CDBG), Los Angeles County Proposition A Excess Grant, and Section 108 Loan Program (through the Community Development Commission of Los Angeles) funds. The City will fund the balance of the Project using City funds.

This is a Federally assisted construction project and Federal labor standards, including prevailing wage requirements of the Davis-Bacon Act and related acts, will be enforced. In the event of a conflict between
Federal and State wages rates, the higher of the two will prevail.

Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be enforced.

The City hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit Proposals in response to this notice and will not be discriminated against on the basis of race, color, religion, ethnic or national origin, sex, or on the basis of age or with respect to an otherwise qualified handicap, in accordance with the Civil Rights Act of 1964, Title VI and Title I of the Housing and Community Development Act of 1974, Section 109 as amended, in any consideration leading to the award of the contract.

Section 3 Statement
This is a United States Department of Housing and Urban Development (HUD)/US Section 3 construction contract. A proposer’s preference may be given to a proposer who provides a reasonable Proposal and is a qualified Section 3 Business Concern. For those that qualify, fifteen per cent (15%) of the total number of available rating points are set aside for Section 3 business concerns.

Best Value with Stipulated Sum Award
The Project will be awarded to the selected DBE based on a best value evaluation pursuant to California Public Contract Code Section 22614 and in compliance with Federal regulations. The selection and award shall use a “Stipulated Sum” approach for the Price component, where the Stipulated Sum is included as a fixed price and will not be scored for purposes of the RFP best value competition. However, factors such as DBE’s design and preconstruction fees, along with general condition costs and markups, will be evaluated in the best value competition.

1.2 PROJECT DESCRIPTION AND SCOPE OF SERVICES

Project Description
The Center, acting as the heart of a vibrant citywide program for active senior residents and providing general recreation programming on evenings and weekends, will replace the existing 12,000 square-foot Joslyn Center, which was vacated and is being demolished.

Senior programming at the now closed Joslyn Center occurred Monday through Thursday from 9:00 a.m. to 4:00 p.m. and between 9:00 a.m. and 1:00 p.m. on Friday. Programs included a daily congregate meal program and exercise, arts, and enrichment classes. General recreation programming took place Monday through Thursday from 3:30 p.m. to 9:00 p.m. and on Saturday between 9:00 a.m. and 3:30 p.m. Programs included exercise, arts, and enrichment classes. Special events and one-day classes were also held at the center.

The Scope of Services for the Project includes all disciplines necessary to completely design and construct the Project, including, without limitation, all on-site and off-site work. The services sought for this Project include all customary services normally provided under the umbrella of the design-build method of project delivery. This includes, but is not limited to, full design services, agency approvals, site survey for design and construction (including any additional information required beyond the topographic survey provided by the City), construction, procurement, scheduling, estimating, value engineering, general contracting, building commissioning, project closeout, and warranty services. The completed Project is to be a fully functioning facility as described in the contract between the City and DBE.
In addition to facility design and construction, there are five (5) key components to the Project that the selected DBE will be expected to perform under the oversight of the City’s Construction Manager (CM), including project-related site improvements, project-related landscaping, site evaluation, Conceptual Master Plan of the site, and furnishing, fixtures, and equipment (FFE) identification.

Project-related Site Improvements
A new parking lot shall be provided. This parking lot shall serve the needs of the Center and anticipated needs of Kelby Park as reflected in the Conceptual Master Plan. Any and all park renovations that do not pertain to the Project will be addressed at a later date. If the location of the new parking lot overlaps with the existing parking lot, DBE shall provide removal and replacement of those portions of the existing lot.

The Scope of Services also includes any essential site improvements necessary to support the Project. Safety lighting and paths of travel from the parking area to the facility must be included as well as pathways from the street to the facility for pedestrians visiting the Center. Necessary site improvements may include storm drainage, sewer, water, electrical, gas (as necessary), and low voltage utilities; hardscape; and other enhancements. A Low Impact Development (LID) Plan must be developed to control pollutants, pollutant loads, and runoff volume being released from the project site by minimizing the impervious surface area and controlling runoff from impervious surfaces. The MS4 Permit requires for projects to retain on-site the Stormwater Quality Design Volume (SWQDv).

Project-related Landscaping
Landscaping around the footprint of the Center shall be provided, approximately 25 feet beyond the building footprint and as needed to achieve integration into the park site and/or facilitate connections between building interiors and the site. Landscaping is expected to be both aesthetically pleasing and sustainable. District grant requirements stipulate the use of drip irrigation systems and drought-resistant landscaping.

A more detailed description of the Project is included in Exhibit F.

Site Evaluation
DBE will be tasked with performing a site evaluation. Assuming the new facility can be placed anywhere on the Kelby Park site, DBE must assess and make a recommendation as to where the new Center should be located and provide supporting information for the recommended location. To help assist with this effort, the City has provided a boundary and topographic survey (Exhibit I) and a geotechnical investigation report (Exhibit J).

Conceptual Master Plan
As part of the site assessment, the design-build team must provide a Conceptual Master Plan of the Kelby Park site. The Conceptual Master Plan should include ideas as to how the site should be reconfigured to integrate the facility and maximize active recreational and open space benefits to the community. While the suggested park improvements will not be part of the Project, the Conceptual Master Plan will serve as the blueprint for future renovation of the park site and as the basis for pursuing grant funding opportunities. DBE will be asked to develop the Conceptual Master Plan as efficiently as possible, while involving the community in the process.

FFE Identification
DBE will also be expected to provide assistance to the City in identifying the necessary FFE to operate the facility. While most FFE will be provided by the City, the expertise of the DBE will be instrumental in guiding the City through the FFE identification and selection process.

A more detailed accounting of FFE is included in Exhibit H Scope of Services.
1.3 PROJECT CRITERIA

It is the intent of the City that the Work to be performed by DBE as part of the Project shall be designed and constructed in accordance with the Project Criteria included in Exhibit F.

1.4 PROJECT BUDGET AND FUNDING

Budget

DBE’s Contract Price shall be a Stipulated Sum of $7,650,000 for the full design and construction of the Project. The Stipulated Sum reflects the City’s maximum budget. The City’s goal is to establish a fair risk balance in the contract between the City and DBE so that DBE will receive appropriate compensation for its work, and the City will achieve its goals for the Project within the Stipulated Sum.

The Stipulated Sum includes all costs of the complete design, engineering, construction, subcontract work, supervision, management, general conditions, overhead, bonds, insurance, taxes, compliance with all applicable codes and agency requirements, procurement of permits (costs for City permit fees are waived by the City), profit, allowances, contingencies, and any and all items required for the completion of the Project per the contract documents, excepting therefrom, only the costs for items specifically identified in Owner Provided Items and Other Costs Borne by the City as noted below. The Stipulated Sum includes a $300,000 Design-Builder’s Contingency (for items that are the responsibility of DBE).

Owner Provided Items

The City will provide most FFE at the building interiors and patio area required for the operation of the facility. FFE is described as any item not attached to the structures or grounds as would normally be interpreted in the industry. Exhibit F details owner-provided items in greater detail. Some FFE will be provided by DBE, such as the kitchen appliances, the smart televisions, and stage, which shall be furnished and installed by DBE.

Other Costs Borne by the City

Costs that are not part of DBE’s Stipulated Sum include City plan check, permit, and inspection fees (DBE shall be responsible for all fees for temporary utilities, permanent utility connections, and permits required for the Work of Subcontractors or self-performed work by DBE); fee for the State Water Resources Control Board (SWRCB) Application; and construction special inspections and materials testing and geotechnical field observation and testing.

Funding

The Project will be funded by the City utilizing a combination of funding sources. Approximately $5 million is anticipated to be available from CDBG, Los Angeles County Proposition A Excess Grant, and Section 108 Loan Program (through the Community Development Commission of Los Angeles) funds. The City will fund the balance of the Project using City funds.

Community Development Block Grant and Section 108 Loan Program Funding

The services performed by DBE pursuant to the RFP may be funded, in part, by HUD/US as part of the City’s participation in the CDBG and Section 108 Loan Programs. DBE will be required to comply with all CDBG laws and regulations and any laws and regulations governing the use of Section 108 Loan Program funding in its performance of the resulting Design-Build Agreement including those laws and regulations and related regulatory forms listed in Exhibit L, attached. DBE shall complete, sign and date and submit to the City the forms set forth in Exhibit L.
Los Angeles County Regional Park and Open Space District Grant

DBE shall make every effort to ensure that all projects funded wholly or in part by District project funds shall provide equal employment and career advancement opportunities for businesses participating in the Los Angeles County Community Business Enterprise (CBE) Program, which provides opportunities for minorities, women, disadvantaged and disabled veteran owned business enterprises.

DBE shall submit to the City written descriptions of its efforts to recruit CBE participants, comprising a description of the process used to solicit contractors, a list of the firms responding to the solicitation, and firm statistical information. DBE shall comply with requirements included in Exhibit D.

Proposer’s must complete and submit the District’s Proposer/Bidder Statistical Information Form contained in Exhibit M for their Proposal to be considered by the City.

1.5 DESIGN AND PRECONSTRUCTION SERVICES FEES

Proposers are requested to propose a Design Fee and Preconstruction Services Fee as separate line items with the RFP response. Under the terms of the Progressive Design-Build Agreement for Covina Senior and Community Center Project, the City reserves the right at any time prior to commencement of construction to terminate the Progressive Design-Build Agreement for Covina Senior and Community Center Project and to pay DBE an agreed compensation for its design, engineering, and preconstruction services (including, without limitation, all costs and expenses associated with such services) that is based upon a Design Fee and Preconstruction Services Fee that is proposed by the proposer. The amount payable to DBE in the event that the Progressive Design-Build Agreement for Covina Senior and Community Center Project is terminated prior to commencement of construction shall be limited to a prorated amount of the agreed Design Fee and Preconstruction Services Fee, based on the percentage of completion of the construction documents and preconstruction services that has been accomplished by DBE at the time of such termination.

1.6 CONTRACT TIME

All design and construction Work must be substantially completed within Five Hundred Twenty-five (525) calendar days after the Date of Commencement established in the City’s initial Notice to Proceed. Final Completion shall be within 30 days of Substantial Completion.

- The schedule for Substantial Completion of the design and construction of the Work for the project will be proposed by DBE with City input and approval.

- Within ten (10) days after notification of award, DBE shall prepare and submit a Design-Build Schedule for the design phase of the Work, both in hard copy and electronically, for the City’s approval and CM approval. The contract time for completion of the design shall include adequate time for City review and final approval. DBE shall incorporate options to phase the design and construction permits as needed or desired by DBE. The design schedule shall include a site evaluation, conceptual design phase, schematic design phase, design development phase, construction document phase, FF&E planning phase, and City review, back-check and final approval phase. The schedule shall allow two (2) weeks for City review for each phase of design documents. The schedule shall also include the site evaluation and preparation of the Conceptual Master Plan. City review of the design shall include, but not be limited to, review by the Design Review Committee (an internal staff committee representing various City departments), City staff who are part of this Project team, City’s CM, and City departments plan check and permit review.
The project design may also be presented at a City Council Workshop. The full description of required deliverables is included in Exhibit H Scope of Services.

- Within ten (10) days of starting the Schematic Design Phase, DBE shall prepare and submit a Preliminary Design-Build Construction Schedule, both in hard copy and electronically, for the City’s review and approval. After completion of the Design Development drawings, DBE shall prepare and submit a detailed Design-Build Construction Schedule, both in hard copy and electronically, for the City’s approval and CM’s approval. The Design-Build Construction Schedule shall establish the baseline construction schedule and shall include a Submittal Schedule with material procurement information. Upon approval of the construction schedule and Notice to Proceed with Construction, DBE shall proceed with the construction of the project according to the approved schedule. The construction schedule shall include a construction phase, commissioning phase, Substantial Completion Milestone, close out phase and Final Completion Milestone.

1.7 CHANGES BY CITY

The City reserves the right to modify this RFP, to change, by additions, deletions or modifications, the Project Criteria, Project Budget, Contract Time, Progressive Design-Build Agreement for Covina Senior and Community Center Project, General Conditions or any other portion of the RFQ and RFP documents prior to submittal date.

2. SELECTION PROCESS

2.1 INFORMATIONAL SUMMARY

The provisions of this Section are intended to summarize for the proposers the methodology and process that the City intends to follow with respect to the RFP. This summary is provided for the convenience of the proposers and should not be interpreted as a complete or definitive statement of all procedures, conditions, requirements or standards that may apply to any of the aforementioned processes.

To be considered, the potential DBE must have the appropriate licenses required under provisions of the California Business and Professions Code. The design consultant(s) and contractor(s) shall hold an appropriate license for their design discipline and/or trade. Failure of a single-entity DBE to possess the required licenses by the Proposal Deadline shall be deemed as non-responsive. Failure of a joint venture DBE to be properly licensed by the date of contract award will result in loss of the contract. Failure of the design consultant(s) and subcontractor(s) to possess the required licenses on the Proposal Deadline shall require DBE to substitute licensed design professionals and specialty trade contractors, as applicable, prior to award of the contract without additional cost.

This project is subject to prevailing wage requirements. This is a Federally-assisted construction contract. Federal Labor Standards Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be enforced. In the event of a conflict between Federal and State wages rates, the higher of the two will prevail. DBE’s duty to pay State prevailing wages include requirements per Labor Code Section 1770 et seq.; Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and employ apprentices, including forfeitures and debarment. DBE’s duty to pay Federal prevailing wages include requirements per Department of Labor under Labor Laws 29 USC part 50 and DOL Regulations, 29 CFR part 29.
In accordance with Labor Code Section 1720 et seq., the Project is a “public work”. The successful proposer (Contractor) and any Subcontractors shall pay wages in accordance with the determination of the Director of the Department of Industrial Relations (DIR) regarding the prevailing rate of per diem wages. Copies of those rates are on file with the Director of Public Works, and are available to any interested party upon request. The Contractor shall post a copy of the DIR’s determination of the prevailing rate of per diem wages at each job site. This Project is subject to compliance monitoring and enforcement by the DIR in accordance with Labor Code Section 1771/1725.5 registration requirement.

The City is requesting Proposals for Design-Build services for the Project through an RFP process. Each response to the RFP must propose a business offer that will result in the delivery of a Project of a high level of design and technical quality in accordance with the City’s Project Criteria and additional documentation issued with the RFP.

The City will award the Progressive Design-Build Agreement for Covina Senior and Community Center Project on the basis of a best value selection as provided for in Public Contract Code section 22160, et. seq., per Federal public law, and as specifically described in this solicitation. The process to select DBE to implement this Project involves a two-part process including the Part A - RFQ Process and Part B - RFP Process.

- Part A – RFQ Process: required all interested proposers to complete a Pre-Qualification Questionnaire which was used to establish whether a proposer meets the prequalifying criteria and to create a short-list of the highest ranked proposers based on the Part A Pre-Qualification Questionnaire submittals. The Part A Prequalification Questionnaire was open to all interested parties.

- Part B – RFP Process: City will invite the short-listed proposers to submit Proposals. The Part B Proposal is limited to those proposers short-listed under Part A.

- The City will assemble a Review Committee that will evaluate the Proposals received from among the short-list of eligible proposers. The Proposals submitted in response to the RFP will be evaluated per criteria as defined in this RFP. Those submittals that do not meet the requirements may be deemed nonresponsive and disqualified from further consideration. The City may utilize the services of appropriate experts to assist in the evaluation process.

- The Proposal evaluation process may include oral presentations/interviews with the RFP Review Committee based on review and ranking of the Proposals. One (1) firm will be selected for the Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project. Selection of the successful proposer in Part B shall be based upon pre-established criteria set forth in the Request for Proposal, which include cost and technical factors, as well as results from the RFP Interview process. Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project shall be made to the responsible DBE whose Proposal is determined by the City to have offered the best value to the public.

## 2.2 OWNER’S TEAM

**Owner:**

City of Covina
Department of Public Works
Siobhan Foster, Director of Public Works
Phone: (626) 384-5217
Email: sfoster@covinaca.gov
2.3 RFP PROCEDURES

RFP Copies
The complete set of the RFP documents (including all attachments thereto) are available for download from the City’s website at: http://www.covinaca.gov/rfps.

Proposers are solely responsible for any reproduction costs. The City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of RFP documents.

The City will notify short-listed proposers when addenda are released. The addenda, when released, will also be available for download from the City’s website at: http://www.covinaca.gov/rfps.

Duty of Review
Each proposer, in submitting its Proposal, acknowledges and understands its obligation to carefully and thoroughly examine all RFP documents and other information available to the proposer relating to the Project and the conditions under which the Work will be performed. Each proposer shall seek clarification prior to such submission of any and all items of information contained in the RFP documents or in any other documents upon which the proposer has relied in preparing its Proposal that it observes, or should have observed in the exercise of reasonable care in its capacity as a DBE responsible for both design and construction of the Project, constitute or indicate: (1) errors, omissions, conflicts, ambiguities, lack of coordination or noncompliance with Applicable Laws; (2) problems associated with design feasibility, constructability, availability of labor, materials, products or equipment; or (3) difficulties or obstructions affecting proposer’s ability to perform the Work within the constraints of the Stipulated Sum or Contract Time. Failure by a proposer to fully inform itself of the matters described herein and to seek clarification in the manner required herein shall not relieve the proposer from its responsibilities under the Progressive Design-Build Agreement for Covina Senior and Community Center Project and other contract documents should it receive the Award thereof nor serve as the basis for any claim by the proposer that it was mistaken or misled in connection with the preparation of its Proposal or its planning for design or construction of the Work.

Issuance and Acknowledgement of Receipt of Addendum
The City will notify all short-listed proposers of any addenda. It is solely the responsibility of each of these proposers to ensure that they receive any and all addenda. Proposers shall also send email acknowledgement of receipt of addenda to Siobhan Foster (sfoster@covinaca.gov) and Rocky Borton (rborton@gkkworks.com) within 24-hours of issuance of each addenda.

Requests for Clarification
Proposers should submit Requests for Clarification in written form via email to Siobhan Foster and Rocky Borton as set forth below. Requests for Clarification must be submitted prior to the deadline set forth in Section 2.4 below. All questions received by this time and date will be responded to, in writing, by issuance of an addenda. Requests for clarification received after this time and date will not receive a response, except in the sole discretion of the City. Anonymity of the source of specific questions will be maintained in the written responses. Responses to all questions will be emailed to all registered RFP recipients.
All requests for clarification must be sent via email to the following:

Owner: City of Covina
    Department of Public Works
    Siobhan Foster, Director of Public Works
    Email: sfoster@covinaca.gov

Construction Management: gkkworks
    Rocky Borton, Construction Manager
    Email: rborton@gkkworks.com

**RFP Optional Pre-Proposal Meeting**
For all proposers who have been shortlisted and invited to submit the Proposal, the City will conduct an optional pre-proposal meeting with each proposer. The intent of the meeting will be to brainstorm and communicate Project information or answer questions to clarify Project requirements, in an open collaborative environment. Meetings will be held individually and confidentially with each proposer. Requests for such meetings must be received in writing at least one (1) week prior to the requested meeting date. Available dates for the meeting are indicated in Section 2.4.

**Review Committee**
The City will establish a Review Committee with responsibility for conducting the: (1) evaluation, scoring and ranking of the Proposals, (2) interviews, (3) negotiations; and (4) providing recommendation of the successful proposer for award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project based on best value.

**Evaluation of the Proposal**
The Review Committee will evaluate each Proposal for completeness and content and will utilize the Proposal evaluation factors, scoring and ranking methodology as indicated in Exhibit B. Each Proposal will be evaluated based upon the relevant factors of the proposer. License status and references will also be verified.

The Proposal review will focus on the following factors:

- Technical Design and Construction Expertise
- Design-Build Team Organization and Personnel
- Work Plan Approach
- Design Concepts/Architectural Style
- Life Cycle Costs
- Skilled and Trained Workforce Commitment
- Safety Record
- Responsiveness to HUD/US Section 3 Requirements and Qualification as a Section 3 Business Concern
- Cost Proposal

**Selection**
Upon review of the submitted Proposals, the City will rank the Proposals based on a point system established to determine the best value to the public and may select a shortlist of DBEs to interview. Staff may choose to interview two or more closely ranked firms, but will not expect or schedule elaborate presentations. After the interviews (if interviews are conducted) and the determination by the Review Committee of the apparent best value proposer, the highest ranking DBE and the City will enter into
negotiations. Upon successful completion of negotiations, the highest ranking best value proposer will be recommended for contract award by the City Council. Following City Council authorization and execution of the contract, the selected DBE will commence design and construction of the Project for the City.

**Interviews**

At the City’s discretion, interviews may be conducted after scoring of the Proposals and consistent with the schedule and dates set forth in Section 2.4. Each proposer invited to participate in an Interview will be notified in writing by the City. During the interview, each DBE will present their team and project approach to the City’s Review Committee. The interviews will entail a confidential exchange between a proposer and the RFP Review Committee. After scoring of the Proposals and the interviews, if applicable, the Review Committee will determine the apparent best value proposer and may enter into negotiations with that proposer.

**Negotiations**

The City reserves the right, but shall not have the obligation, as part of the RFP process to hold discussions or negotiations. If negotiations are conducted, they may be conducted with some or all short-listed DBEs. Negotiations shall be confidential exchanges between the potential DBE and the RFP Review Committee conducted for the purpose of “bargaining”, alteration of assumptions and positions, and may apply to price, schedule and technical requirements. These discussions or negotiations will be conducted honestly, fairly, and in good faith to respect the right of both parties. Procedures for discussions or negotiations shall be in accordance with the RFP.

The City will identify the proposer that offers the best value to the public and enter contract negotiations with that highest ranked proposer. Should the City fail to reach an agreement with the top ranked proposer, the City may enter negotiations with the next highest rated proposer and so on. City Staff will make a recommendation to City Council for the award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project to the proposer that best furthers the City’s objectives, if any.

The successful proposer will be expected to execute the Progressive Design-Build Agreement for Covina Senior and Community Center Project at a minimum of five (5) calendar days prior to the date of City Council consideration of the contract award. Additionally, the successful proposer shall also secure all insurance required under the Progressive Design-Build Agreement for Covina Senior and Community Center Project. A minimum of ten (10) calendar days shall be provided.

Any proposer with objections to terms contained in the City’s Progressive Design-Build Agreement for Covina Senior and Community Center Project must advise the City of such objections and request modifications, with its Proposal. Failure of a proposer to accept the terms of the City’s Progressive Design-Build Agreement for Covina Senior and Community Center Project may result in the rejection of the Proposal. It shall be the responsibility of the prospective proposer to review all sections and exhibits of the Progressive Design-Build Agreement for Covina Senior and Community Center Project, including insurance requirements. If no objections are received, the City will assume the proposer is able to and will enter into the Progressive Design-Build Agreement for Covina Senior and Community Center Project and fulfill the terms and requirements set therein. The City may recover any damages accruing to the City as a result of the successful proposer’s failure or refusal to execute the City’s Progressive Design-Build Agreement for Covina Senior and Community Center Project.
Award
The City will issue a written decision supporting its Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project to the successful proposer, stating the basis of the Award. The identity of the successful proposer will be publicly announced, along with the shortlist of proposers.

The resulting Progressive Design-Build Agreement for Covina Senior and Community Center Project will include a complete Scope of Services for all elements of the design-build process necessary for the Project which include site and off-site work, buildings, landscaping, and all services necessary to complete the Project in a condition ready for occupancy. The City will review DBE’s management of design and construction of the Project to ensure compliance with the contract documents.

2.4 RFP SCHEDULE

The following is the anticipated schedule for the RFP process and Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Invitation to shortlisted proposers to submit Proposals</td>
<td>July 19, 2017</td>
</tr>
<tr>
<td>2. Optional Pre-Proposal Meetings (tentative)</td>
<td>July 24 and 25, 2017</td>
</tr>
<tr>
<td>3. Requests for Clarification Deadline</td>
<td>July 27, 2017, 2:00 PM</td>
</tr>
<tr>
<td>4. Final Addenda Issued (if required)</td>
<td>July 31, 2017</td>
</tr>
<tr>
<td>5. Proposal Deadline</td>
<td>August 7, 2017, 11:00 AM</td>
</tr>
<tr>
<td>6. Interview (if required)</td>
<td>August 14, 2017</td>
</tr>
<tr>
<td>7. Notification of Best Value Proposer</td>
<td>August 15, 2017</td>
</tr>
<tr>
<td>8. City Council award of contract (tentative)</td>
<td>TBD August/September, 2017</td>
</tr>
</tbody>
</table>

The City reserves the right, at any time, to make additions, modifications or deletions to any of the events or dates that comprise the RFP Schedule. Such changes shall be made by RFP Addendum. References in the RFP documents to the RFP Schedule or to dates in the RFP Schedule shall mean the RFP Schedule and dates set forth above, as adjusted by any changes thereto made pursuant to this Paragraph.

2.5 RFP SUBMISSION REQUIREMENTS

The responses to the RFP must be made according to the requirements set forth in this Section and in Exhibit G. Noncompliance with these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the Proposal. Responses shall be addressed and delivered to:

Siobhan Foster, Director of Public Works  
City of Covina  
c/o City of Covina Clerk’s Office  
125 E. College Street  
Covina, CA 91723  

- Submissions must be received by the specified submittal date and time.  
- Submissions received after the deadline will not be accepted.
- Faxed and emailed Proposals will not be accepted.

- Number of Copies: Submit a sealed package containing (7) seven bound copies of completed Proposal plus one complete electronic copy in PDF format on CD, flash drive, or external hard drive. The package shall include seven (7) copies of the Part One - Technical Proposal and seven (7) copies of the Part Two - Cost Proposal as outlined in Exhibit G.

### 3. INSURANCE, BONDING AND INDEMNITY

#### 3.1 MINIMUM BONDING REQUIREMENTS

If DBE is awarded a contract for this Project, DBE shall obtain a Payment Bond in an amount equal to one hundred percent (100%) of the contract amount, excluding design services and errors and omission insurance for all design/architectural services, and a Performance Bond in an amount equal to one hundred percent (100%) of the contract amount, excluding design services and errors and omission insurance for all design/architectural services. These bonds shall utilize a form that complies with the forms provided in Exhibit K and shall be secured from a surety company or companies satisfactory to the City within five (5) calendar days of the contract award. The Payment Bond shall remain in full force and effect for the period specified in the attached form of bond. The Performance Bond shall remain in full force and effect for as long as DBE has obligations under the contract documents. The Bonds must comply with all conditions regarding bonds detailed in the Progressive Design-Build Agreement for Covina Senior and Community Center Project and the Design-Build General Conditions. The cost of the bonds shall be deemed included in the proposer’s costs.

It is the General Contractor Member’s prerogative to purchase bonds for subcontracted work, and this cost must be provided for within DBE’s Overhead and Profit percentage. Fees for subcontractor bonds will not be allowed to be included with the Direct Cost of the Work.

#### 3.2 INSURANCE

If DBE is awarded a contract for this Project, DBE shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by DBE, his agents, representatives, employees or subcontractors. DBE shall not commence work until all insurance has been obtained that is required under this section and such insurance has been verified by the City, nor shall DBE allow any Subcontractor to commence work on its contract until all similar insurance required of the Subcontractor has been so obtained and approved.

**Minimum Scope and Limits of Insurance**

DBE shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

- Commercial General Liability Insurance with a minimum limit of Three Million Dollars ($3,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Three Million Dollars ($3,000,000) per project or location. If DBE is a limited liability company, the commercial general liability coverage shall be amended so that DBE and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds. The indemnified parties referenced under “Additional
“Insured” in Section 3.2 must also be named as additional insured.

- Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of Two Million Dollars ($2,000,000) per accident for bodily injury and property damage. If DBE does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, DBE shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 3.2.

- Workers’ Compensation Insurance as required by the State of California and Employer’s Liability Insurance with a minimum limit of One Million Dollars ($1,000,000) per accident for bodily injury or disease. If DBE has no employees while performing services under this Agreement, workers’ compensation policy is not required, but DBE shall provide an executed declaration that it has no employees.

- Professional Liability Insurance [or Errors and Omissions Insurance] with minimum limits of Two Million Dollars ($2,000,000) per claim and in aggregate

Acceptability of Insurers
The insurance policies required under this Section 3 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section 3.

Additional Insured
The commercial general, automobile liability, and professional liability insurance policies shall contain an endorsement naming the City of Covina, Community Development Commission of the County of Los Angeles, HUD, and the Los Angeles County Regional Park and Open Space District, their officers, employees, agents and volunteers (indemnified parties) as additional insureds for all activities arising from this contract. DBE shall name “Los Angeles County Regional Park and Open Space District” as an additional insured on any and all liability insurance policies applicable to the Project, and DBE shall mail a copy of the additional insured endorsement to 510 South Vermont Avenue, Room 230, Los Angeles, CA 90020-1975.

Primary and Non-Contributing
The insurance policies required under this Section 3.2 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of DBE’s insurance and shall not contribute with it.

DBE’s Waiver of Subrogation
The insurance policies required under this Section 3 shall not prohibit DBE and DBE’s employees, agents or subcontractors from waiving the right of subrogation prior to a loss. DBE hereby waives all rights of subrogation against City.

Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be approved by City. At City’s option, DBE shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or DBE shall procure a bond guaranteeing payment of losses and expenses.
Cancellations or Modifications to Coverage
DBE shall not cancel, reduce or otherwise modify the insurance policies required by this Section 3 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) calendar days’ prior written notice to City. If any insurance policy required under this Section 3 is canceled or reduced in coverage or limits, DBE shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

City Remedy for Noncompliance
If DBE does not maintain the policies of insurance required under this Section 3 in full force and effect during the term of this Agreement, or in the event any of DBE’s policies do not comply with the requirements under this Section 3, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at DBE’s expense, the premium thereon. DBE shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to DBE.

Evidence of Insurance
A minimum of ten (10) calendar days prior to City Council consideration of award of the contract, DBE shall furnish a certificate of insurance and all original endorsements evidencing and effecting the coverages required under this Section 3 for review by the City’s Risk Manager. The certificate of insurance and all original endorsements evidencing and effecting the coverages required under this Section 3 must receive approval from the City’s Risk Manager a minimum of five (5) calendar days prior to City Council consideration of award of the contract. The endorsements are subject to City’s approval. DBE may provide complete, certified copies of all required insurance policies to City. DBE shall maintain current endorsements on file with City’s Risk Manager. DBE shall provide proof to City’s Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. DBE shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

Indemnity Requirements not Limiting
Procurement of insurance by DBE shall not be construed as a limitation of DBE’s liability or as full performance of DBE’s duty to indemnify City under Section 3 of this Agreement.

Subcontractor Insurance Requirements
DBE shall require each of its subcontractors that perform services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 3.

3.3 BUILDER’S RISK INSURANCE

Within ten (10) calendar days following the City Council award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project, DBE must provide adequate/sufficient Builder's Risk Insurance to protect the indemnified parties referenced under “Additional Insured” in Section 3.2 from a catastrophic event should one occur. DBE’s policy must be submitted to the City for review and must be deemed acceptable by the City. The City reserves the right to require modifications should they be necessary to provide the protection being requested by the City.
3.4 INDEMNIFICATION

Indemnity for Design Professional Services
To the fullest extent permitted by law, DBE shall, at its sole cost and expense, protect, indemnify and hold harmless the indemnified parties referenced under “Additional Insured” in Section 3.2 and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively “Indemnitees”), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and reimbursement of attorney’s fees and costs of defense (collectively “Liabilities”), whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of DBE, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that DBE shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a “design professional,” as the term is defined under California Civil Code Section 2782.8(c)(2).

Other Indemnities

- Other than in the performance of design professional services, and to the fullest extent permitted by law, DBE shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively “Claims”), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of DBE, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that DBE shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees’ active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by judicial decision or by the agreement of the parties. DBE shall defend the Indemnitees in any action or actions filed in connection with any Claim with counsel of the Indemnitees’ choice, and shall pay all costs and expenses, including all attorneys’ fees and experts’ costs actually incurred in connection with such defense. DBE shall reimburse the Indemnitees for any and all legal expenses and costs incurred by the Indemnitees in connection therewith.

- DBE shall pay all required taxes on amounts paid to DBE under this Agreement, and indemnify and hold the indemnified parties referenced under “Additional Insured” in Section 3.2 harmless from any and all taxes, assessments, penalties, and interest asserted against the indemnified parties referenced under “Additional Insured” in Section 3.2 by reason of the independent contractor relationship created by this Agreement. DBE shall fully comply with the workers’ compensation law regarding DBE and DBE’s employees. DBE shall indemnify and hold the indemnified parties referenced under “Additional Insured” in Section 3.2 harmless from any failure of DBE to comply with applicable workers’ compensation laws. City may offset against the amount of any fees due to DBE under this Agreement any amount due to City from DBE as a result of DBE’s failure to promptly pay to City any reimbursement or indemnification arising under this Subparagraph B. 2).
• DBE shall obtain executed indemnity agreements with provisions identical to those in this Section 3.4 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of DBE in the performance of this Agreement. If DBE fails to obtain such indemnities, DBE shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of DBE's subcontractor, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that DBE's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by judicial decision or by the agreement of the parties.

Workers' Compensation Acts not Limiting
DBE's obligations under this Section 3.4, or any other provision of this Agreement, shall not be limited by the provisions of any workers’ compensation act or similar act. DBE expressly waives its statutory immunity under such statutes or laws as to the indemnified parties referenced under “Additional Insured” in Section 3.2 its officers, agents, employees and volunteers.

Insurance Requirements not Limiting
City does not, and shall not, waive any rights that it may possess against DBE because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provisions in this Section 3.4 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, Claim, tax, assessment, penalty or interest asserted against City.

Survival of Terms
The indemnification in this Section 3.4 shall survive the expiration or termination of this Agreement.

4. REQUEST FOR PROPOSAL (RFP) TERMS AND CONDITIONS

4.1 PREVAILING WAGES AND FEDERAL LABOR STANDARDS

The successful proposer who is awarded the Progressive Design-Build Agreement for Covina Senior and Community Center Project will be required to comply with all applicable provisions of the Federal public law and State labor codes, including all prevailing wage requirements of US Department of Labor and State of California Department of Industrial Relations. This is a Federally-assisted construction contract. Federal Labor Standard Provisions, including prevailing wage requirements of the David-Bacon and related Acts will be enforced. DBE is required to pay the prevailing wage rate as determined by the Labor Statistics and Research Division of the California State Department of Industrial Relations. In the event of a conflict between Federal and State wage rates, the higher of the two will prevail. The Contractor’s duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq. and Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and employ apprentices including forfeitures and debarment.

In accordance with Labor Code Section 1770 et seq., the Project is a “public work”. The successful DBE (Contractor) and any Subcontractors shall pay wages in accordance with the determination of the Director of the Department of Industrial Relations (“DIR”) regarding the prevailing rate of per diem wages. Copies of those rates are on file with the Director of Public Works, and are available to
any interested party upon request. The Contractor shall post a copy of the DIR’s determination of the prevailing rate of per diem wages at each job site. This Project is subject to compliance monitoring and enforcement by the DIR. The Awarded DBE shall maintain all records in accordance with Federal and State requirements and shall cooperate with the City’s labor compliance monitoring consultant to the fullest extent possible.

A Contractor working on a Federally assisted project must be eligible to participate in the award of the contract.

4.2 APPRENTICESHIP PROGRAM

Attention is directed to Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code and Title 8, California Administrative Code, Section 200 et seq. to ensure compliance and complete understanding of the law regarding apprentices.

4.3 WORKER’S COMPENSATION

Section 1861 of the California Labor Code requires each contractor that is awarded a public works contract to sign and file with the awarding body the following certification prior to performing the work of the contract: “I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

4.4 CONFLICT OF INTEREST

In the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict of interest provisions in 24 CFR 85.36, OMB Circular A-110, and 24 CFR 570.611, respectively, shall apply. No employee, officer, or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

4.5 CEQA SUMMARY

The City will be responsible for the California Environmental Quality Act (CEQA) process, study, and determination. DBE shall coordinate with City staff to ensure consistency between project plans and the CEQA project description, and also to ensure any project design features or mitigation measures (if needed) are feasible and incorporated into the design plans. At this time, the City anticipates the project will be categorically exempt from CEQA, but will make the final determination at the time design plans are prepared. Should the project not be categorically exempt, the City will prepare the CEQA documents.

4.6 PROPOSER ACKNOWLEDGEMENTS

Each proposer makes the following representations relative to its submission of its Proposal:
• Compliance with RFP Documents. Proposer represents that its Proposal is made in compliance with the RFP Documents.

• Due Authorization. Proposer represents that the signer(s) of the proposer’s Proposal and any other documents submitted on behalf of the proposer to the City that are signed by proposer is/are authorized to do so on behalf of the proposer and that any proposer, and any Design-Build Entity Member, authorized to sign and signing on behalf of the proposer, that is a corporation, partnership, or limited liability company, is duly incorporated under applicable laws and is authorized to do business in, and is in good standing under, the laws of the State of California.

• Review of Site and Site Information. Proposer represents that it and each proposed member of its Design-Build Team have carefully and thoroughly inspected: (1) the Site and its surroundings, existing improvements and their existing uses by the City, routes of ingress and egress, and local conditions in the vicinity of the site (including, without limitation, sources and availability of labor, materials and equipment); (2) all Documents listed in the Appendix; and (3) all other reports, surveys, test data, as-built drawings and other information concerning visible and concealed conditions (including, without limitation, locations and capacities of utility sources and locations of utility lines) above and below the surface of the ground or in Existing Improvements that (a) proposer is informed are available to the proposer for review or (b) are disclosed by public records, in order to fully acquaint itself with all of the conditions, restrictions, obstructions, difficulties and other matters which might affect the proposer's ability to complete the design and construction of the Work in accordance with the requirements of the RFP Documents and its Proposal.

• Progressive Design-Build Agreement for Covina Senior and Community Center Project. Proposer represents that it has carefully reviewed the terms and conditions of the Progressive Design-Build Agreement for Covina Senior and Community Center Project and General Conditions attached hereto as Exhibit E, and that the terms and conditions thereof are satisfactory to proposer and represent in the opinion of the proposer a fair and reasonable allocation and sharing of risks and responsibilities as between the City and DBE.

DBE shall be responsible for providing a complete and operating new Senior and Community Center facility in accordance with the requirements of this RFP. It is DBE’s responsibility to ensure the City receives all of the necessary components of the Project, although some components are not specifically referenced in the provided documents. The provided non-referenced items shall be of equal quality to all specified items in the RFP documents.

DBE shall visit the site and familiarize itself with existing site conditions. The City has provided a boundary and topographic survey (Exhibit I) and a geotechnical investigation report (Exhibit J). DBE may rely upon the technical data contained, but not upon non-technical data, interpretations, opinions or provisional statements contained therein. The City does not warrant the completeness or accuracy of the data so provided and the City assumes no liability for such data. Any additional testing, investigation or reports shall be performed by DBE, and may be performed by the City’s geotechnical engineer under separate contract with DBE. DBE shall obtain advanced approval from the City when accessing the site for testing and investigation.

DBE, if required by site conditions or design requirements, shall be responsible for importing engineered soil or preparing a design adequate for non-engineered fill, at DBE’s option. DBE will be responsible for bringing the site to finish grade as required for its design. If import material is required, any imported soil shall meet environmental standards in alignment with Department of Toxic Substances Control (DTSC’s) October 2001 Information Advisory for Clean Imported Fill Material.
After award, DBE will be expected to meet with the City on Tuesday afternoons, at a minimum of once every two weeks, throughout the design process until the completion of the Design Phase for each permit package.

DBE is responsible for obtaining all required agency approvals including City, County, State, Federal, and all other Utilities and Agencies having jurisdiction over the Project. The Design-Build Contractor shall be responsible for the construction of the Project in accordance with the approved construction documents and applicable codes. Deviation from the level of quality and intent of the RFP and criteria documents will only be allowed if approved by the City in writing.

4.7 NO WARRANTY BY CITY

Proposers are solely responsible to satisfy themselves as to the suitability of any estimates, projections, budgets, design concepts, technical criteria, reports, surveys, test data and other information provided to, or reviewed by, them relating to the Project, Site or Existing Improvements and nothing stated therein, in the RFP Documents or in any other information provided by the City shall be construed as implying the creation or existence of any warranty, express or implied, on the part of the City with respect to the completeness, accuracy or sufficiency thereof.

4.8 CONFIDENTIALITY OF DESIGN AND PRICING INFORMATION PRIOR TO AWARD

It is understood that all responses sent to the City are sent as confidential documents. City shall make reasonable efforts, consistent with applicable laws, to refrain from disclosing to competing proposers prior to Award, the content of any information on design, prices or pricing that is contained in another proposer’s Proposal. No part of the responses will be made public or shown to any persons outside of the City and its Review Committee until after a decision has been made by City staff on who to recommend for award to the City Council and a contract has been executed by the proposer, at which time all documents will be public record, per applicable law.

4.9 PROPOSAL VALIDITY

The offer represented by each proposer’s Proposal will remain in full force and effect for ninety (90) days after the Proposal Due Date. If award has not been made within ninety (90) days after the Proposal Due Date, each proposer that has not previously agreed to an extension of such deadline shall have the right to withdraw its Proposal.

4.10 OWNERSHIP, COPYRIGHT

Drawings, renderings, models, building designs, design approaches, design details, construction techniques, procedures, means and methods and other technical design and construction information contained within a Design-Build Proposal, or any other documents submitted by proposer to City, shall be deemed the sole and exclusive property of the City, all copyrights thereto shall be deemed assigned to and held by the City, and the proposer shall retain no property, copyright or other proprietary rights with respect thereto; provided, however, that: (1) nothing herein shall be interpreted as prohibiting or limiting the right of any proposer that does not receive Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project to copy, use or incorporate such technical design information contained within its own Design-Build Proposal for its own use in the conduct of its business,
trade or profession; and (2) with respect to the proposer who receives Award of the Progressive Design-Build Agreement for Covina Senior and Community Center Project, such proposer’s rights and obligations with respect to copying, use or incorporation of such technical design information in any projects or work other than the Project shall be governed by the terms of the Design-Build Agreement and Design-Build General Conditions.

4.11 CITY OF COVINA RIGHTS

The City reserves the right to waive minor irregularities and omissions in the information contained in the Proposal submitted, and to make all final determinations. The City reserves the right to decide not to award an agreement as a result of the RFP or cancel the RFP process. The City shall not be obligated to respond to any Proposal submitted, nor be legally bound in any manner by the submission of the Proposal. The City reserves the right to negotiate Project deliverables and associated costs.

The City reserves the right to request Proposal revisions.

The issuance of an RFP constitutes only an invitation for DBE’s to present their competitive Proposals. The City reserves the right to determine, in its sole discretion, whether any aspect of the Proposal satisfactorily meets the criteria established in the RFP and the right to seek clarification from any proposer submitting Proposals. The City also reserves the right to reject any or all Proposals received as a result of this solicitation; to extend the Proposal due date for RFP’s; to modify, amend, reissue or rewrite this RFP document; and to procure Design-Build services by other means. In the event the RFP is withdrawn by the City prior to the receipt of RFP Proposals, or if the City does not proceed for any reason, the City shall have no liability to any proposer for any costs or expenses incurred, in connection with the preparation and submittal of a response to this RFP.

4.12 REGULATORY COMPLIANCE

The design and construction must comply with the requirements of all applicable local, State and Federal agencies. Each portion of the work shall be performed by a person licensed, equipped and experienced to do work in the particular field. Please review Public Contract Code and Public Law, which include requirements for performance of the work by Contractors and Subcontractors. Both shall furnish certified payroll records and participate in an approved apprenticeship program as required by Federal and State requirements. The labor compliance and apprenticeship requirements will be monitored throughout the construction process. Any DBE found not in compliance shall be in default of its contract.

All subcontracts that are not listed by DBE in the Proposal shall be awarded by DBE in accordance with state and federal code. Specifically, DBE shall procure all subcontracts in accordance with California Public Contract Code 22166.

4.13 CONTRACTING WITH SMALL AND MINORITY OWNED FIRMS, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

It is policy to award a fair share of contracts to Small Business and Minority Firms. Accordingly, affirmative steps must be taken to assure that Small Business and Minority Owned Firms are utilized, when possible, as sources of supplies, equipment, construction and services.
4.14 CLEAN AIR AND WATER ACTS

Contractors with Federally-assisted construction contracts of $100,000 or more must comply, and ensure all sub-contractors comply, with the requirements regulated by the Environmental Protection Agency.

4.15 INACCURACIES OR MISREPRESENTATIONS

If in the course of the RFP process or in the administration of a resulting Contract, the City determines that DBE has made a material misstatement or misrepresentation or that materially inaccurate or misleading information has been provided to the City, DBE may be terminated from the RFP process or in the event a Contract has been awarded, the Contract may be immediately terminated.

In the event of a termination under this provision, the City is entitled to pursue any available legal remedies.

4.16 CHANGING TEAM MEMBER

No changes to the members of DBE, including the firms and listed personnel, shall be permitted after the deadline for submission of the RFPs, except with the prior written authorization of the City, which authorization may be granted or withheld in the City’s sole discretion. This requirement shall be in effect through completion of the Project.

4.17 PROPOSAL EXPENSES

Each proposer shall bear, at its own expense, without reimbursement by the City, all costs and expenses associated with the preparation of its Design-Build Proposal and its participation in the Request for Proposal process.

4.18 CITY SUPPLIED INSpections

The following inspections will be performed and paid by the City:

- City department inspections
- Special inspections and material testing
- Geotechnical testing and inspection

Repeat inspections, due to failure of the original inspection, shall be at the expense of DBE and backcharged by the City. Late cancellations of inspections, due to schedule changes or DBE’s failure to be prepared for inspection(s), shall be at the expense of DBE and backcharged by the City. City shall maintain hourly logs relating to any such repeat inspections or late cancellations.

4.19 DBE SUPPLIED INSPECTIONS

The remaining inspections, including but not limited to the following, will be performed and paid by DBE:
• Window and curtain wall flood testing
• Waterproofing flood testing
• Roofing
• Sealant compatibility and adhesion testing
• 3rd party commissioning
• HVAC testing, adjustment, and balancing
• Duct pressure testing
• Duct detector differential testing and verification
• Security system performance testing
• Equipment performance testing
• Mock-ups (exterior materials, flashing assemblies, MEP systems, and others as noted or appropriate)
• Electrical testing
• Fire alarm and sprinkler testing
• Life safety testing (smoke doors, closers, exit signs, etc.)
• Telecom, wireless, and data systems
• Indoor air quality testing
• Site utility flushing, disinfection, testing, and reporting
• CCTV video inspection of sanitary sewer system
• Sampling, testing, and certification of imported fill material or exported material
• Any costs associated with set up and performance of City observed testing

4.20 LIQUIDATED DAMAGES

• The Progressive Design-Build Agreement for Covina Senior and Community Center Project includes provisions for payment of liquidated damages by DBE to the City of $1,500.00 per day if DBE fails to Substantially Complete the Work within the Contract Time for Substantial Completion as adjusted for Contract Adjustments permitted under the terms of the Progressive Design-Build Agreement for Covina Senior and Community Center Project and General Conditions.

• The Progressive Design-Build Agreement for Covina Senior and Community Center Project includes provisions for payment of liquidated damages by DBE to the City of $1,500.00 per day if DBE fails to obtain Final Completion of the Work within the Contract Time for Final Completion as adjusted for Contract Adjustments permitted under the terms of the Progressive Design-Build Agreement for Covina Senior and Community Center Project and General Conditions.

• Proposers shall include in their Proposal a proposed daily amount for damages payable by City to DBE for Compensable Delay. The City reserves the right to negotiate this amount with DBE. In accordance with the terms of the Progressive Design-Build Agreement for Covina Senior and Community Center Project and General Conditions, such damages shall constitute the Design Builder’s exclusive compensation covering actual costs due to Compensable Delay that are incurred by DBE and its Subcontractors and Sub-consultants of every tier. No other compensation to DBE for Loss associated with Delay is permitted.