

ADDENDUM NO. 1

CITY OF SAN RAMON
REQUEST FOR QUALIFICATIONS AND PROPOSALS
For
ON-CALL ASPHALT CONCRETE CRACK SEALING SERVICES
Proposal Deadline: Tuesday, October 27, 2020 – 2:00 PM

TO ALL RESPONDENTS:

Notice is hereby given that the following revisions are hereby made a part of and incorporated into the contract documents for the on-call contract:

Change No. 1: Attached Pages 6, AND 8 of 36 of the City of San Ramon Request for Proposals have been updated. Please refer to underlined and bolded text on pages 6, and 8 of 36, of City of San Ramon Request for Proposals

Change No. 2: Attached Pages 25, and 27, and 28 of 36 of the City of San Ramon Request for Proposals have been updated. Please refer to bold and underlined text on pages 25, and 27, and 28 of 36 of Attachment B, General & Special Conditions.

Please incorporate the listed changes within this Addendum into the Request for Qualifications and Proposals Document.

City of San Ramon



Marij Fierner, P.E. Public Works Director

Date:

10/9/20

should not exceed 30 one-sided pages, excluding any tabs or dividers. However, resumes may be included in an appendix and not counted in the total page count. By submitting a Proposal, the Respondent agrees that the lump sum price and proposed approach to providing the Services, including staffing, constitute a firm offer to enter into the Agreement with the City, and that the offer will remain open for 60 days following the Proposal Deadline.

A. Cover Letter. Provide a brief cover letter that includes all of the following information:

- (1) Respondent's name, address, phone number, and website address;
- (2) Type of organization (e.g. corporation, partnership, etc.);
- (3) A summary of general information about Respondent and the types of services it provides in relation to the Services required by the City;
- (4) Contact information, including name, title, address, phone number, and email, of Respondent's primary representative for purposes of this RFQ/P; and
- (5) Respondent has read and understood the insurance requirements outlined in Attachment A, Section 14 and hereby affirms (1) the cost of providing such insurance has been incorporated in the Respondent's Proposal, and (2) Respondent will be able to obtain the required insurance coverage if awarded the contract..

The cover letter must be signed by a representative that is authorized to bind Respondent by contract and must state his or her name, title, and email address.

B. General Qualifications and Experience. Provide a completed Qualifications and Proposal form, and necessary sheets to complete the form questions **(Attachment C)**.

C. Price. Provide a completed Bid Schedule using the form provided, bid itemized costs must include all costs to perform each item listed in the Bid Schedule as specified in the **General and Special Conditions**, and all other direct or indirect costs such as applicable taxes, insurance, and overhead **(Attachment D)**.

D. Proposed Approach. Briefly describe Respondent's proposed approach to providing the Services and how that approach will offer value to the City. Identify any proposed innovations that may be used to achieve more cost-effective delivery of the Services. Provide a work plan and proposed schedule for the tasks described in the Scope of Services.

E. Subcontractor List. Provide a completed Subcontractor List Form **(Attachment E)**.

Respondent is solely responsible for the costs it incurs to prepare and submit its Proposal. The City reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone the RFQ/P or the Services at any time, or to decline to award the Agreement to any of the Respondents. The City reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The City reserves the right to reject any Proposal that is determined to contain false or misleading information, or material omissions.

B. Conflict of Interest. Respondents must disclose to the City any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to Respondent, any employees of Respondent, or any other person relative to the Services to be provided pursuant to this RFQ/P. This RFQ/P process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities. City employees are prohibited from participating in the selection process for this RFQ/P if they have any financial or business relationship with any Respondent.

C. Public Records. The City is subject to the provisions of the California Public Records Act (Govt. Code § 6250 et seq.) (the “**Act**”), and each Proposal submitted to the City is subject to disclosure as a public record, unless the Proposal or any portion thereof is exempt under the Act. If a Respondent believes that any portion of its Proposal is exempt from disclosure under the Act, it must clearly identify the portion(s) it believes to be exempt and identify the basis for the exemption. Each Respondent bears the burden of proving any claimed exemption under the Act, and by submitting a Proposal, a Respondent agrees to indemnify, defend, and hold harmless the City against any third party claim seeking disclosure of the Proposal or any portions thereof.

Attachments:

- Attachment A – Form of Agreement
- Attachment B – Scope of Services, General Conditions, **and** Special Conditions
- Attachment C – Qualifications and Proposal Form
- Attachment D – Bid Schedule Form
- Attachment E – Subcontractors List Form
- Attachment F – Anticipated Work Order 1 list of streets

General & Special Conditions

1. General

The scope of services for this contract shall be to provide on-call asphalt concrete crack sealing and filling services (“**Services**”) for crack sealing various streets, trails, parks parking lots, and other pathway/road facilities located throughout the City.

The Work is to be performed on an on-call and as-needed basis, based on Work Orders issued by the City, as further specified in the Contract Documents. The work embraced herein shall be done in accordance with these General and Special Conditions, and the Standard Specifications and the Standard Plans, of the State of California Department of Transportation also referred to as the State Standard Plans and the State Standard Specifications, insofar as they may apply; and in accordance with the following scope of work.

When requested by the City’s project manager, the contractor shall mobilize to the site within five (5) working days of receiving any “notice to proceed” associated with the Work Order. The work shall be completed within the time specified by the Work Order and as agreed upon at the time of issuance of the Work Order or within ten (10) working days if not specified within the Work Order.

2. General

Superintendence

The Contractor shall designate in writing, before starting work, an authorized employee to represent and act on behalf of the Contractor at the jobsite. The Contractor’s field supervisor shall be present at the jobsite at all times when any work is in progress, including any work by any subcontractor. Failure of this representative to be at the jobsite when work is in progress will be considered as failure to perform a provision of the contract, and the Engineer may suspend the work until arrangements have been made to have the field supervisor at the jobsite. Emergency telephone numbers needed to reach the Contractor and the Superintendent shall be provided to the City at the Pre-Construction Conference.

Character of workmen

All subcontractors, and employees of the Contractor, while on City property and engaged directly or indirectly in City business, shall conduct themselves in accordance with the City of San Ramon Sexual Harassment and Equal Opportunity Policy. This policy prohibits comments, slurs, jokes, innuendoes, pranks, physical harassment, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Copies of the policy are available for review at the office of Engineering Services at 2401 Crow Canyon Road, San Ramon. Violators of this policy shall be

Contractor shall comply with all air pollution, water quality, and other environmental control rules, regulations, ordinances and statutes that apply to the project and execution of the work performed pursuant to the Contract, including the requirements of the Contra Costa Clean Water Program with respect to the Pollution Prevention Program. Contractor shall implement construction site Best Management Practices (BMP's) for control of non-storm water and point discharges, erosion and sediment control.

5. Traffic Control

The contractor shall provide all necessary traffic control to maintain safety on the City streets during crack sealing operations and as specified in individual Work Orders. Attention is directed to Section 7-1.03, "Public Convenience", Section 7-1.04, "Public Safety", and Section 12, "Temporary Traffic Control", of the State Standard Specifications. Nothing in these Special Provisions shall be construed as relieving the Contractor from the responsibilities for public safety.

Lane closures shall conform to the details shown in the most current edition of the "California Manual on Uniform Traffic Control Devices" (CAMUTCD), Caltrans Standard Plans T11, "Traffic Control System for Lane Closure on Multi-lane Conventional Highway", and T13, "Traffic Control System for Lane Closure on Two Lane Conventional Highways" **The Contractor shall submit TCPs for minor operations which affect intersections and for pedestrian accommodations.**

Contractor shall schedule, stage and conduct all construction operations with regard to public convenience and in a manner to provide for the safe and expeditious movement of traffic.

The Traffic Control System shall be placed, maintained and removed under the direct supervision of a person who is certified by the Institute of Transportation Engineers (ITE), the American Traffic Safety Services Association (ATSSA), the International Municipal Signal Association (IMSA), or the State of California. The Contractor shall designate in writing the person who shall have the responsibility for supervising the activities associated with the Traffic Control System. This designation, along with proof of certification, shall be provided to the Engineer for his/her approval two (2) working days in advance of any planned activity that requires traffic control. The person designated shall have the authority to stop the work if necessary. Failure of the designated person to be present at the jobsite when any part of the Traffic Control System is in place shall be considered a failure on the part of Contractor to perform a provision of the contract. The Engineer shall in accordance with Section 8-1.06, "Suspensions", of the State Standard Specifications, suspend all work until such time as satisfactory arrangements have been made to have a certified person on the jobsite at all times when the Traffic Control System is in place.

Prior to commencing any activity within any public right-of-way and as directed by City Inspector or Project Manager, the Contractor shall submit to the City a traffic control plan

Prior to commencing any activity within any public right-of-way and as directed by City Inspector or Project Manager, the Contractor shall submit to the City a traffic control plan and implement traffic control measures in accordance with the City approved traffic control plan.

If necessary, contractor shall furnish and install temporary “No Parking” signs at least seventy-two (72) hours prior to the effective time of such restriction as needed to facilitate the work in public parking areas, in accordance with these Special Provisions.

Personal vehicles of the Contractor's employees shall not be parked on the travel way, including any section closed to public traffic.

Qualified flaggers shall be utilized:

- When it is necessary to change traffic controls frequently.
- For stopping of through traffic for equipment movement.
- For alternate directional use of a signal traffic lane.
- To expedite the safe movement of traffic through or around work zones.
- To expedite the safe movement of traffic through intersections.

Flaggers shall be properly positioned, attired and equipped to perform these functions.

6. Hours of Lane Closures

Lane closures **on residential streets** shall be restricted to the hours of 8:30 A.M. to 4:30 P.M. additional restrictions may apply in areas in front of schools. **Lane closures on arterial and collector streets shall be restricted to the hours of 9:00 A.M. to 3:30 P.M.** Minor operations which do not require a lane closure shall be completed during the normal working hours. The full width of traveled way shall be open for use by public traffic on Saturdays, Sundays, holidays, at the end of each working period, and when construction activities are not actively in progress. Contractor's operations shall be so scheduled that traffic control can be discontinued and all lanes open to traffic no later than the stated time.

7. Sealing and Sealing Materials

Crack sealing work shall include cleaning, and sealing pavement cracks one-quarter inch (1/4") and greater in width.

The Contractor shall submit certificates from suppliers stating compliance of materials with the requirement of this section. The crack filler shall be a mixture of paving asphalt and ground rubber or ground rubber and polymer which conforms to the following requirements:

Test	Test Method	Specification
Softening Point	ASTM D-36	180°F minimum
Cone Penetration@ 77°F	ASTM D-3407	30 minimum 90 maximum