

CITY OF RIO DELL



FORMAL REQUEST FOR PROPOSALS DOG PARK PHASE II SMALL DOG RUN PROJECT NO. 2024-02

Please submit sealed proposals by 5 p.m. on December 20, 2024 to:

**City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562
Attn: Kyle Knopp**

**Please note on the outside of the envelope:
"SEALED RFP – DOG PARK PHASE II – SMALL DOG RUN PROJECT"**

Background:

The City of Rio Dell received a Proposition 68 Grant to construct Phase I of the Rio Dell Dog Park located at 210 Center Street. **See Figures 1 and 2.** California Proposition 68 (also the Natural Resources Bond or the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018) was a legislatively referred constitutional amendment that appeared on ballots in California in the June primary election in 2018. It was a \$4.1bn bond measure to fund parks, environmental projects, water infrastructure projects and flood protection measures throughout California.



Figures 1 and 2

Phase I of the Dog Park included access and parking improvements, approximately 380 lineal feet of A1-8 curbing/mow strips, and 400 feet of four-foot black vinyl-coated chain link fence. The dog run area is approximately 300' x 60' of about .4 acres. The City desires to create a 50' x 30' small dog area within the existing dog run area.

**SCOPE OF WORK
FOR
DOG PARK PHASE II SMALL DOG RUN
PROJECT NO. 2024-02**

Phase II of the Dog Park includes approximately 80 lineal feet of four-foot black vinyl-coated chain link fence, with one four-foot man gate and one eight-foot swing gate. The chain-link fence material shall be a minimum 9 gauge, 2-3/8" corner posts, 1-7/8" line posts spaced no more than 8' on-center, 1-5/8" top rail and a minimum 9-gauge bottom wire. Fence material, post and gates shall be black vinyl coated or powder coated. Posts shall be set in a minimum 6-inch-wide, 15-inch deep holes, set in concrete, posts to extend 12 inches into the concrete.

The project includes removing and relocating approximately 8 lineal feet of existing fencing, an 8' x 8' x 4" concrete slab (approximately 1 cubic yard) with #4 grade 40 rebar (approximately 80 lineal feet) 24" on-center each way over a 6-mil vapor barrier (approximately 80 square feet), over a 4" compacted crushed gravel base (approximately 1.5 cubic yards).

Opinion of Probable Cost: Based on previous submittals, the City estimates the cost of Phase II to be between \$6,000 and \$6,500.

Project Additive: Should funding be available the City may be interested in installing an A1-8, 18" tall concrete curb/mow strip with #4 grade 40 rebar at the top and bottom of the curb/mow strip at the base of the fencing. Materials would include approximately 160 lineal feet of #4 grade 40 rebar and approximately 4 cubic yards of concrete.

Opinion of Additive Probable Cost: Materials - \$1000 to \$1200. Labor - \$6000 to \$6500. Includes footing excavation, install concrete forms, rebar placement, pour/pump concrete, remove, strip and clean form boards. Total Estimated Cost \$7000 to \$7700.

Plans/Schematic: See Attachment A

PROPOSAL GUIDELINES

All proposals must be received at City Hall by 2:00 P.M. on December 20, 2024. All submittals for this project shall include the components listed below.

- **Cost** - Proposed cost estimates shall be split into two distinct items:

- Materials Cost Proposal

The Materials Cost Proposal shall itemize all materials necessary to complete the project.

- Labor/Installation Cost Proposal

The Labor/Installation Cost Proposal shall provide a lump sum cost for all labor necessary for installation. The cost proposal shall be an estimate of the labor and equipment costs necessary to install the complete project. This item will be paid on an hourly basis with a not to exceed amount. The City requires that prevailing wages be paid on all labor for public projects. Proposals shall include a breakdown of all anticipated labor and equipment costs necessary for all work, with estimated hours and wages per classification and equipment hours and cost per equipment item. Please see the "Prevailing Wage Requirements" section below for additional information on prevailing wage requirements.

- **References**

Provide three references specifying work of similar magnitude with contact information.

JOB WALK

A non-mandatory pre-bid job walk will be held on **December 9, 2024, at 10 a.m. at City Hall**, all potential bidders are highly encouraged to attend.

REQUIRED LICENSE

Contractors shall possess either a Class A General Engineering Contractor's License, a Class B General Contractor's License, or a Class C-13 Fencing Contractor's License.

QUESTIONS & ADDENDA

All questions shall be submitted in writing. Please direct any questions regarding the project or proposal submission process to Kyle Knopp, City Manager, at knoppk@cityofriodell.ca.gov. Questions will be addressed via addenda, which will be distributed. Interested proposers should contact Kyle Knopp for placement on the proposers list to ensure that all addenda are received. Addenda will have an acknowledgement page that will need to be signed and included in the proposal packet.

SUBMITTAL PROCESS

A proposal is considered complete when it includes all required documents specified in the Proposal Guidelines section, including signed acknowledgement(s) of all addendums issued. Failure to do so may result in the City deeming the bid non-responsive. All required forms for the submittal are provided in the Proposal Packet.

Please address proposals to:

Kyle Knopp, City Manager
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562
knoppk@cityofriodell.ca.gov

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SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

Cost Proposal

80 Points

- Materials cost proposal provides all the requested information
- Installation cost proposal adequately details the estimated labor and equipment costs.

Previous Experience/Qualifications

20 Points

- License in good standing
- Past projects of similar magnitude
- References
- Ability to meet insurance, bonding and prevailing wage requirements
- Submittal of a complete proposal packet, including all acknowledgement forms signed.

TIMELINE

Request for Bids released	November 25, 2024
Job Walk – Pre-bid meeting	December 4, 2024 10 a.m.
Final questions regarding bid	December 9, 2024
Responses provided	December 11, 2024
Proposals due	December 20, 2024 by 3:00 p.m.
Tentative contractor selection notification	Tentative – December 23, 2024
City Council approval	January 7, 2025
Notice of Award	January 8, 2025
Estimated Contract execution	January 13, 2025
Estimated Issue Notice to Proceed	January 14, 2025

CONTRACT & BOND REQUIREMENTS

The successful proposer must then submit to the City complete, executed contract documents & the required insurance and bonding documents, without modification, within fourteen (14) calendar days after receiving the written Notice of Award. **See Attachment B.** Such required documents include, but are not limited to, a payment or labor and materials bond in an amount of one hundred percent (100%) of the amount payable by the terms of the project

contract and that satisfies the requirements of California Civil Code Section 3248, and a performance bond in an amount of one hundred percent (100%) of the amount payable by the terms of the contract. All project bonds must be executed by an admitted surety insurer in accordance with applicable law and acceptable to the City.

PREVAILING WAGE REQUIREMENT

Pursuant to Section 1773 et seq. of the Labor Code, the general prevailing wage rates in the county, or counties, in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, available from the California Department of Industrial Relations' Internet web site at <http://www.dir.ca.gov/DLSR/PWD>. The Federal minimum wage rates for this project that are predetermined by the United States Secretary of Labor may be examined at the offices described above. Addenda to modify the Federal minimum wage rates, if necessary, will be issued to plan holders. Future effective general prevailing wage rates, which have been predetermined and are on file with the California Department of Industrial Relations are referenced but not printed in the general prevailing wage rates.

If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the Contractor and subcontractors shall pay not less than the higher wage rate. The Department will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination, otherwise available for use by the Contractor and subcontractors, the Contractor and subcontractors shall pay not less than the Federal minimum wage rate, which most closely approximates the duties of the employees in question.

CERTIFIED PAYROLL RECORDS

Per Labor Code Section 1776 each contractor and subcontractor shall keep accurate payroll records. A certified copy of all payroll records for work performed under this contract shall be furnished upon request to a representative of the awarding body. Per SB 854 contractors and subcontractors are required to furnish certified payroll reports directly to the Department of Industrial Relations

INSURANCE REQUIREMENTS

The successful contractor upon Notice of Award will furnish a Certificate of Insurance. The contractor's authorized agent will complete and submit the certificate(s) to the City of Rio Dell. The successful bidder will have 14-days to submit the required contract documents, including: the required insurance, bonds, signed contract, and any other required documentation. The contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance as will protect him/her from claims, which may arise out of or result from the contractor's operations under the terms and conditions of the contract.

The City of Rio Dell shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the contractor and/or sub-consultant providing such insurance. The contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City of Rio Dell.

- **Comprehensive Commercial General Liability.**

Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$2,000,000 per occurrence and \$4,000,000 aggregate shall be in force with an insurance carrier acceptable to the City and name the City of Rio Dell as additional insured. See **Exhibit C** of the Construction Services Agreement.

- **Commercial Automobile Liability Insurance.**

Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and name the City of Rio Dell as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles. See **Exhibit C** of the Construction Services Agreement.

- **Workers' Compensation Insurance.**

Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation Insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with

the California Worker's Compensation Law. See **Exhibit C** of the Construction Services Agreement.

- **Employer's Liability Insurance.**

Contractor shall obtain, and maintain throughout the life of the Agreement, Employer's Liability Insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City of Rio Dell.

- The contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.
 1. The name of the insured contractor, the specified project name, the name of the insurer, the number of the policy, its effective date and its termination date.
 2. Certificates of insurance shall clearly evidence coverage required above.
 3. Certificates of insurance shall be submitted by the broker directly either via email (knoppk@cityofriodell.ca.gov) or US Mail to: City of Rio Dell, City Manager, 675 Wildwood Avenue, Rio Dell, CA 95562. The insurer will notify the City at least thirty-days prior to any material changes in provisions or cancellation of the policy.
 4. All insurance policies shall be written on companies authorized to do business in the State of California.

See **Exhibit C** of the Construction Services Agreement.

Please Note: The City of Rio Dell reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

PROJECT INVESTIGATIONS

Before submitting a Bid, each proposer shall make all investigations and examinations necessary to ascertain the full performance of the contract and to verify any representations made by the City that the Bid will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Bid from its obligation to comply with every detail of all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Bid.

OTHER CONSIDERATIONS

The City of Rio Dell reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award the contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Rio Dell reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.