

**NOTICE OF REQUEST FOR PROPOSAL
FOR
CITY OF BELLFLOWER
CONSTRUCTION MANAGEMENT FOR THE FIRE MUSEUM AND EVENT CENTER**

NOTICE IS HEREBY GIVEN that the City of Bellflower will receive proposals for Construction Management for the Fire Museum and Event Center.

Proposals will be received in the office of the City Clerk, 16600 Civic Center Drive, Bellflower, California, 90706, until **5:00 p.m. on Wednesday, October 1, 2014**. **POSTMARKS WILL NOT BE ACCEPTED**. All proposals must be clearly marked, **“PROPOSAL TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE CITY OF BELLFLOWER FIRE MUSEUM & EVENT CENTER – DO NOT OPEN WITH REGULAR MAIL”** and **“FEES TO PROVIDE CONSTRUCTION MANAGEMENT FOR THE CITY OF BELLFLOWER FIRE MUSEUM & EVENT CENTER – DO NOT OPEN WITH REGULAR MAIL”** and shall be delivered during the business hours of 8:00 a.m. to 5:00 p.m., Monday through Thursday, except holidays, and on alternating Fridays 8:00 a.m. to 4:30 p.m.

CONTENTS OF PROPOSAL

Responses to the Request for Proposal (RFP) should include the following:

- A brief review of the Project and work plan containing any suggestions you might have to expedite the Project or special concerns the City of Bellflower (City) should be advised of.
- A conceptual schedule indicating stages of work and all associated time frames.
- An organization chart and staffing plan including identifying personnel who will perform work on this Project; and a brief resume on each individual (two pages max per person) and recent projects they have worked on of similar type. Identify the Construction Manager with a detailed resume, and the individual authorized to negotiate the contract on behalf of the consulting firm.
- A listing of similar projects that your firm has completed within the last five (5) years. Information should include a description of work, year completed, cost, and agency/client name along with the agency contact person.
- Ability to comply with consultant agreement requirements.
- Submittal of **Five (5)** duplicate proposals.

LICENSE REQUIREMENTS

At the time of contract award, the Construction Manager (CM) shall be a currently licensed Design Professional (Architecture or Engineer) in the State of California. The licensed Design Professional must either be in the CM role or in direct supervision of the CM. A licensed State of California Contractor may also apply under the same parameters as the licensed Design Professional, so long as the immediate supervisor of Contractor is a licensed Design Professional.

IMPORTANT DATES/ MANDATORY PRE-SELECTION MEETING

Request for Information (RFI) regarding this RFP is due in writing **by 5:00 p.m. on or before September 17, 2014**, to the City of Bellflower, 16600 Civic Center Drive, Economic Development Department, Attention: Brian K. Lee. RFIs submitted via e-mail should be addressed to Brian K. Lee and e-mailed to inguyen@bellflower.org. Subject line should indicate RFI – Construction Management for the Fire Museum and Event Center.

A Mandatory Pre-Selection Construction Manager Meeting will be held at 10 a.m., Tuesday, September 23, 2014, in the Council Chambers at Bellflower City Hall located at 16600 Civic Center Drive, Bellflower, CA 90706. A presentation of the Fire Museum and Event Center will be provided as well as responses to RFI's.

FEE SCHEDULE

The Project duration is anticipated to be 18 months. The professional services contract will not be awarded based upon low fees alone. It is desired that fees be submitted separately in a separate marked sealed envelope. The fee schedule should show the hourly costs of personnel per task, with a not-to-exceed amount. The estimated not-to-exceed amount is between \$150,000.00 to \$200,000.00 (includes all relevant and approved reimbursable). The Construction Manager's cost proposal for the prime and subcontractors must contain a breakdown of all cost components including labor base rate, other direct costs, overhead, and fees.

NOTICE REGARDING DISCLOSURE OF CONTENTS OF PROPOSAL

All responses to this RFP accepted by the City shall become the exclusive property of the City. At such time as the City Manager recommends a CM to the City Council, and such recommendation, with any recommended contract appears on the Council Agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the Bidder as business or trade secrets and plainly marked as "Trade Secret", "Confidential", or "Proprietary". Each element of a proposal which a Bidder desires not to be considered a public record must be clearly marked as set forth above, and blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

BUSINESS REGISTRATION

City's Business Registration Ordinance requires a Business Registration be obtained before any business, trade, profession, enterprise, establishment, occupation, or calling is conducted within the City.

Please note this notice is not all inclusive of requirements for submitting RFP for Construction Management for the Fire Museum and Event Center. Bidders should refer to the RFP in its entirety for details on the Project, Project Scope, and all requirements before submitting a proposal.