



CITY OF NOVATO
CALIFORNIA

CITY OF NOVATO
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT, INSPECTION & MATERIAL TESTING SERVICES
GRANT AVENUE BRIDGE REHABILITATION
CIP PROJECT 09-003
Federal Aid Project BHLS 5361 (023)

SECTION 1 - NOTICE OF REQUEST FOR PROPOSALS

1.1 Notice

NOTICE IS HEREBY GIVEN that the CITY OF NOVATO (hereinafter referred to as “CITY”) requests Proposals for the above-stated project, and such Proposals to be considered shall be received by mail or delivered to the Main Lobby of Novato City Hall, Department of Public Works, attn.: Gosia Woodfin, located on the 1st floor at 922 Machin Avenue, Novato, CA 94945, up to the hour of 4:00 p.m. the day of **Thursday, September 28, 2023**. Candidates who are unable to submit by mail to be delivered prior to the due date, or to deliver proposals to the Main Lobby on September 28 may contact Gosia Woodfin at gwoodfin@novato.org to make arrangements for submittal prior to the due date.

1.2 Services

The work to be done is more particularly described in the CITY’s proposed contract language set forth in Section 3 of this Request for Proposals. Copies of the Request for Proposals are available for download from the City’s website at www.novato.org, (click on the “Business” tab near the top of the page and select “Doing Business with the City” in the drop-down menu). Links to Current Bids and Proposal Opportunities can be found on this page.

This project is federally funded by Caltrans Highway Bridge Program (HBP). The general scope of the work includes construction management, inspections and material testing services to implement the **Grant Avenue Bridge Rehabilitation Project**, which includes widening the bridge to accommodate bike lanes and sidewalks, scour mitigation in Novato Creek, removal of existing pedestrian facilities (bridge), new barriers and handrails, roadway (approach) realignment, and other associated street improvements. The work shall be completed in accordance with the Caltrans Local Assistance Procedures Manual and guidance documents: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures>.

1.3 Affirmative Action (CONSULTANT)

The CONSULTANT to whom the Consultant Services Agreement (Agreement) is executed, and any subcontractor under him/her, shall be required to take affirmative action to ensure that minority and women business enterprises will be afforded full opportunity to submit Proposals for subcontracts to the maximum extent feasible. Furthermore, there shall be no discrimination in employment practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex.

1.3.1 Disadvantaged Business Enterprise (DBE) Participation

The City has an established DBE goal for this Contract of 8%. The CONSULTANT must ensure that certified DBE firms have the opportunity to participate in the performance of the contract and must take all necessary and reasonable steps to facilitate participation by DBE firms for such assurance. Special documentation of DBE participation as well as efforts to include DB participation is required for this Proposal. More information on DBE requirements is provided in Exhibit 10-I "Notice to Proposers DBE Information" in the Attachments.

1.4 Affirmative Action (CITY)

The CITY hereby affirmatively ensures that minority, or women 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, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex.

The CITY reserves the right to reject any and all Proposals, and to waive any irregularity.

1.5 Protest Procedures and Dispute Resolution Process

Any protest must be submitted in writing to the City of Novato, attn.: Gosia Woodfin at 922 Machin Avenue, Novato, CA 94945 before 5:00 p.m. of the fourth business day following the Proposal submission deadline as stated herein. The protest document must contain a complete statement indicating the basis of the protest. The protest must include the name, address and telephone number of the person representing the protesting party. The party filing the protest must concurrently transmit a copy of the protest document and any attached documentation to all other parties with [that may have] a direct financial interest which may be adversely affected by the outcome of the protest. Such parties shall include all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest. The City will issue a decision on the protest within five (5) working days of receipt of the protest submittal. If the City determines that a protest is without merit, the City will award the contract to the most qualified proposer in accordance with the selection criteria. If the City determines that a protest has merit, the City will notify all proposers of the decision and the recourse to be taken.

By: Chris DeGabriels
Chris DeGabriels, Interim Public Works Director

Date: 8/31/2023