

REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR PROFESSIONAL SERVICES FOR THE CITY OF INGLEWOOD
RESIDENTIAL SOUND INSULATION PROGRAM

January 2012

City of Inglewood
Residential Sound Insulation Program
One Manchester Boulevard
Inglewood, CA 90301
(310) 412-5289

I. INTRODUCTION

The City of Inglewood invites interested consultants to submit Proposals and Statements of Qualifications for services related to the City's Residential Sound Insulation Program (Program).

The Program operates under Federal Aviation Administration (FAA) Part 150 Airport Noise Compatibility Planning and Los Angeles World Airports (LAWA) guidelines.

There are remaining approximately 3,000 dwelling units in the City that are eligible for participation in the Program.

The selected Consultant will be responsible for providing acoustic design services, construction documents, pre- and post-construction noise audits and final project reports as well as services as outlined in the Scope of Professional Services for up to 1,000 dwelling units. These include single family, multi-family and condominium units.

Selection of the Architect/Engineer will be in accordance with FAA Part 150 Guidelines.

II. SCOPE OF PROFESSIONAL SERVICES

All services required for this program must be in accordance with all applicable Federal, State and local laws, statutes, ordinances, orders, rules, regulations and policies for aircraft noise compatibility programs.

Services required may include, but are not limited to:

A. Owner Outreach

Assist with information meetings for property owners, as needed.

B. Preliminary Acoustic Testing

Conduct pre-construction noise measurements.

C. Designs and Specifications

Conduct initial architectural survey to obtain available information on the residences included in assigned Phases.

Assist in the preparation of construction documents including bid packages, specifications, designs, and bid forms, as needed.

Prepare plans, specifications and scopes of work to meet the design criteria of a post construction interior noise level not exceeding 45 decibels CNEL or at least a 5 dB reduction.

Comply with all applicable codes, laws, regulations and ordinances. Notify the department of code issues and conditions that may affect participation.

Prepare designs using a version of AutoCAD which is compatible with City software. Submit a digital version for use in preparation of construction bid package and/or distribution of Arc View GIS information.

Review and discuss preliminary plan and scope of work with property owners.

Review final plans and Scope of Work (SOW) with property owners and obtain approval within program guidelines.

Provide alternative solutions/options to property owners regarding aesthetics and function.

Submit plans to City's Building and Safety Division and utility company, if warranted, for plan check approval including Title 24 energy calculations and electrical diagrams.

Provide construction cost estimate for bid purposes.

Provide structural designs for buildings requiring modifications due to excessive new loads or other design elements and issues.

Assist with Pre-bid Conferences.

Respond to contractor initiated requests for information.

Prepare addenda to Bids and Specifications.

Assist with proposal review, as needed.

D. Construction Support

Provide assistance with the following tasks as requested and authorized by the City:

Attend pre-construction and construction progress meetings, as needed.

Make periodic site visits to review compliance with intent of design.

Provide plan clarifications and changes to fit field conditions.

Provide structural review and design when necessitated by field conditions.

E. Validation Testing

Perform post construction acoustic testing.

III. PROJECTED SCHEDULE

The following is a tentative schedule for the selection of consultant(s).

Consultant Selection Schedule 2012		
1.	Advertise RFQ & conduct mailing to selected consultants	12/21/2011
2.	Pre-Proposal meeting	2/1/2012
3.	Proposal due date	3/20/2012, 4:00 p.m.
4.	Schedule interviews with consultants	3/28/2012
5.	Hold interviews	5/9/2012
6.	Select consultant & negotiate costs	by 5/28/2012
7.	Staff report finalized & circulated	6/12/2012
8.	Council award	7/10/2012
9.	Final execution (pending submittal of all necessary insurance documents)	7/10/2012
10.	Issue Notice to Proceed	7/12/2012

IV. PROGRAM ORGANIZATION

The City of Inglewood will have primary responsibility of implementing the Program and will have primary responsibility for community outreach, contract administration and construction management. The selected consultant/vendor will maintain communication and administrative oversight through the office of the RSI Director.

V. PROGRAM COMPLETION

The selected Firm shall complete the work defined in this RFP within 18 (eighteen) months from the date of the Notice to Proceed. A Notice to Proceed will be issued after a contract is executed. The time between the Notice to Proceed and actual start of work shall be determined during the negotiation process.

VI. QUALIFICATIONS OF CONSULTANT

All prospective Consultants shall have sufficient qualified personnel, subcontractors, and resources to accomplish all the services described herein within the prescribed time. The Proposer shall be capable of furnishing all necessary professional technical services as required to plan, manage and coordinate the acoustic design and related services for the implementation of the City's Residential Sound Insulation Program.

The Proposer shall have prior experience and capabilities in acoustic design of similar residential sound insulation programs. It is the intent of the City of Inglewood to negotiate an agreement with one or more qualified consulting firms for the services outlined in the Request for Proposals (RFP).

VII. CONTENTS OF PROPOSAL

If your firm is qualified and would like to be considered please furnish a formal proposal addressing the following items in detail:

- A. Identify your firm name, address and telephone number. Indicate whether your firm is a corporation, joint venture, partnership or sole proprietor. Indicate the name(s) of the owner(s) of your firm and number of years in business.
- B. Identify all subcontractors to be used in planning and implementing this program by firm name, address and telephone number and provide examples of experience of each subcontractor firm and their key staff as related to the service they are to perform.
- C. Identify the designated Project Manager as well as key staff personnel for this project along with their background, experience and project responsibilities. Provide information regarding the professional registration of the principals and employees as well as applicable or required California State Licenses or registrations.
- D. Provide a concise statement of your firms understanding of the Project.
- E. Provide a statement on limitation of liability and errors and omissions coverage for your firm and all sub consultants.
- F. Describe project management methods and systems proposed for the project. Demonstrate your firm's ability to manage coordination between several simultaneous construction projects while meeting schedules and managing costs. Discuss your capabilities to staff this project and to ensure completion on schedule and within budget.
- G. Provide a list of clients for whom similar services have been provided and the nature of services provided to each client.
- H. Provide information regarding recent experience your firm has had in regards to the development and implementation of residential sound insulation programs. Describe each project, including when the design was completed and where it is located.

VIII. SELECTION PROCEDURE

Upon receipt of responses, all Proposals will be evaluated on the basis of professional experience, qualifications and the service to be performed.

After review of the written proposals, a select number of consultants will be invited to give an oral presentation on their organization, experience, capabilities and approach to the project.

The proposals will be evaluated utilizing but not limited to the following criteria:

- Extent of previous experience relevant to this project.
- Current workload and the ability to devote resources necessary to complete the project within established time frames.
- Quality of projects previously undertaken.
- Ability to coordinate efforts with agency staff and program participants and respond to field issues in a timely fashion.
- Demonstrated ability to complete projects without having major cost escalations or overruns.
- Understanding of the project's potential problems and the City's special concerns.
- Maintaining a local office is highly desirable.

IX. SUBMISSION OF PROPOSALS AND STATEMENTS OF QUALIFICATIONS

Qualified consultants are requested to submit seven (7) copies of their Proposal for Professional Services for Residential Sound Insulation (RSI) in the City of Inglewood to:

Michael F. Calzada
RSI Director
City of Inglewood
One Manchester Blvd.
Inglewood, CA 90301

The submittals must be received on or before, but not later than, Tuesday, March 20, 2012, 4:00 p.m.

Telegraphic, telephonic or facsimile (FAX) responses will not be accepted.

A Pre-Submittal meeting will be held Wednesday, February 1, 2012 at 2:30 p.m. at Inglewood City Hall, Community Room. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from attendees. Questions should be directed to Maria Torres at (310) 412-5289.