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

JULY 20, 2023

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

Approximately 3,000 dwelling units in the City remain 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, final project reports, and services as outlined in the Scope of Professional Services for an undefined number of 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 an initial architectural survey to obtain information on the residences included in this Phase.

   Prepare construction documents, including bid forms.

   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.
Prepare designs using a version of AutoCAD compatible with City software. Submit a digital version to prepare the construction bid package and/or distribute Arc View GIS information.

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

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

Submit plans to City's Building and Safety Division for plan check approval.

Provide a construction cost estimate for bid purposes.

Assist with Pre-bid Conferences.

Respond to contractor-initiated requests for information.

Prepare addenda to Bids and Specifications.

Assist with proposal review.

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 ensure compliance with the intent of construction.

Act as the City's representative in administering construction.

Provide reports to the City on progress, costs, schedule, and quality of work performed by Contractor.

Implement and manage a change order control system. Review construction applications for payments.

Provide construction management support as needed.

Provide plan clarifications and changes to fit field conditions.

Perform inspection punch list before final inspection.
E. Validation Testing

Perform post-construction acoustic testing.

III. PROJECTED SCHEDULE

The following is a tentative schedule for selecting a Consultant(s).

<table>
<thead>
<tr>
<th>Consultant Selection Schedule 2023</th>
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<tbody>
<tr>
<td>1. Advertise RFQ &amp; Conduct Mailing To Selected Consultants</td>
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<tr>
<td>2. Pre-Proposal meeting</td>
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<td>3. Proposal due date</td>
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<td>4. Review submittals</td>
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<td>5. Schedule interviews with consultants</td>
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<td>6. Hold interviews</td>
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<td>7. Select Consultant</td>
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<tr>
<td>8. Council award</td>
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<td>9. Issue Notice to Proceed</td>
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IV. PROGRAM ORGANIZATION

The City of Inglewood will have primary responsibility for implementing the Program and will have primary responsibility for community outreach, contract administration, and construction management.

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 the 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 implementing the City's Residential Sound Insulation Program.

The Proposer shall have prior experience and capabilities in the acoustic design of similar residential sound insulation programs. The City of Inglewood intends to negotiate an agreement with one or more qualified consulting firms for the services outlined in the Request for Proposals (RFP).
VII. CONTENTS OF THE 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 your Firm's owner(s) 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 the experience of each subcontractor firm and their key staff related to the service they are to perform.

C. Identify the Project's designated Project Manager and key staff personnel along with their background, experience, and project responsibilities. Provide information regarding the professional registration of the principals and employees and applicable or required California State Licenses or registrations.

D. Provide a concise statement of your Firm's 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 offered to each client.

H. Provide information regarding recent experience your Firm has had regarding developing and implementing 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 based on 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.
- Demonstrated ability to complete projects without having major cost escalations or overruns.
- Understanding the Project's potential problems and the City's special concerns.

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 in the City of Inglewood to:

Bettye R. Griffith, Director  
City of Inglewood  
One Manchester Blvd., Suite 550  
Inglewood, CA 90301

The submittals must be received on or before, but not later than, Thursday, August 24, 2023, at 4:00 PM.

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

A Pre-Submittal meeting will be held Thursday, July 20, 2023, at 10:00 AM at the City of Inglewood's Residential Sound Insulation Department on the 5th Floor, Suite 550. At this meeting, staff will discuss the scope of work and general contract issues and respond to questions from attendees. Questions should be directed to Anthony Barbarin and Rod Royales at (310) 412-5289.