

**CITY OF TUCSON**  
**DEPARTMENT OF PROCUREMENT**

REQUEST FOR QUALIFICATIONS NO. 100524

**ON-CALL PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES**

AMENDMENT NO. ONE (1)

DATE ISSUED: JULY 23, 2010

The referenced document has been modified as per the attached Amendment No. ONE (1).

**Please sign this Amendment where designated and return the executed copy with the submission of your submittal.** This amendment is hereby made part of the referenced RFQ as though fully set forth therein. Any questions regarding this amendment should be addressed to MATT HAUSMAN, PRINCIPAL CONTRACT OFFICER at (520) 837-4123.

# REQUEST FOR QUALIFICATIONS AMENDMENT

CITY OF TUCSON DEPARTMENT OF PROCUREMENT  
255 W. ALAMEDA, 6TH FLOOR, TUCSON, AZ 85701  
P.O. BOX 27210, TUCSON, AZ 85726  
(520) 837-4123  
ISSUE DATE: 7/23/10

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RFQ DUE DATE: 8/4/10 AT 4:00 PM LOCAL AZ TIME  
CONTRACT OFFICER: MATT HAUSMAN

A SIGNED COPY OF THIS AMENDMENT MUST BE SUBMITTED WITH YOUR SEALED SUBMITTAL.

THIS RFQ IS AMENDED AS FOLLOWS:

## REQUEST FOR QUALIFICATIONS NO. 100524

### ON-CALL PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES

#### AMENDMENT NO. ONE (1)

ITEM NO. ONE (1) The **PRE-SUBMITTAL CONFERENCE**, has been moved from the 4<sup>th</sup> Floor Conference Room at Public Works (201 N. Stone) to the Public Works Basement Conference Room C. No change to date/time (10:00 AM Monday, July 26, 2010)

ITEM NO. TWO (2) **II. SCOPE OF SERVICES** is hereby changed to the following:

What follows is an outline of potential services that could be undertaken as part of the resulting contract. The anticipated tasks include but are not limited to:

#### **A. Key Staff**

Consultants will be prepared to provide certain Key Staff Members necessary to perform all construction administration services particular to individual projects. Key staff positions may include:

##### Project Manager/Firm Representative

The Project Manager/Firm Representative will manage the City contract and be the point of contact for coordination of services.

##### Resident Engineer

The Resident Engineer proposed for work under this contract shall be registered as a Civil Engineer in the State of Arizona or an approved field. The Resident Engineer has detailed responsibilities for technical compliance and administration of individual or multiple construction contracts. The Resident Engineer shall also verify that all the contract terms and conditions are enforced; all contractual actions are accurately and adequately documented; and, all interfacing with other entities are properly coordinated and documented.

Depending on project need the Resident Engineer and other appropriate key personnel identified by the City shall be available to begin work within one week of the execution of this Agreement or as otherwise authorized by the City.

##### Supervising Inspector

The Supervising Inspector proposed for work under his contract shall be highly knowledgeable in analyzing, evaluation, researching, reading and interpreting a variety of technical engineering data that includes highway construction plans, field survey data and quality control documentation. This supervisor must have a minimum of 10 years current experience on similar work and plans. It is essential that the Supervising Inspector possess skills in oral and written communications to fully perform this task. Communications will include interpersonal relations as applied to contacts with contractors, City staff, and representatives of other governmental jurisdictions and in building partnerships. The Supervising Inspector must also possess skills in organizing and prioritizing work assignments.

### Construction Inspectors

Construction Inspectors must have at least 2 years of experience in inspecting, sampling, testing, and documenting construction activities. Inspectors must possess certifications related to specific task assignments issued by organizations such as the American Concrete Institute (ACI), the Arizona Technical Testing Institute (ATTI), the International Code Council (ICC), American Traffic Safety Services Association (ATSSA), and the International Municipal Signal Association (IMSA). Construction Inspectors shall monitor and review the quality and quantity of construction with the objective of protecting the interest of the City. Inspectors shall verify that the work and materials are in full compliance with the construction contract documents and shall not authorize deviations from the documents.

### Labor Compliance Officer

Conducts specialized field investigation work by observing job sites and interviewing construction employees to ensure proper compensation is being provided.

Coordinates and organizes field interviews from various City staff and compares field interviews and site checks against certified payroll.

Collects and reviews and certifies payroll submittals by reviewing payroll information to ensure compliance with Federal and local laws, contacts contractors regarding payment and/or employment discrepancies, and compares field interviews and site checks.

Prepares and maintains documentation by reviewing and organizing submittals, enforcement reports, activity reports, analyses, recommendations, memos, and other communications. Advised Prepares reports for the City on the status of contractor compliance and makes recommendations to the City regarding compliance with federal and local wage laws.

Prepares documents and forms for distribution to the City's Procurement and Transportation Departments. Assists the City with organizing and filing related records.

## **B. Professional Construction Administration Services**

Professional Construction Administration Services may include, but are not limited to, the following tasks as they will be applied to roadway, highway and/or transit projects:

- a. Providing complete construction contract administration;
- b. Provide constructability reviews of design submittals and schedules;
- c. Attending Pre-construction conference, recording and drafting meeting minutes for filing;
- d. Reviewing and drafting supplemental work authorizations and construction change order's for the City's approval;
- e. Review and provide processing for Contractor Requests for Information to the City and/or the Engineer of Record;
- f. Reviewing and processing of all required Contractor submittals;
- g. Performing all construction inspections and prepare inspection reports and providing the City with copies of all correspondence;
- h. Reviewing and submitting all Contractor's pay estimates for City review and perform cost progress reports and cost tracking projections;
- i. Attending weekly construction progress meetings;
- j. Reviewing, correcting and annotating, and returning Contractor provided meeting minutes;
- k. Attending meetings with the City during the course of the project;
- l. Coordinating with associated utility companies, other jurisdictional agencies, and adjacent and affected landowners and businesses;
- m. Developing project sampling and testing checklist, coordinating Quality Assurance testing services and verifying contract compliance; City will provide materials lab services;
- n. Providing detailed monthly construction progress reports and progress photos to the City;

- o. Documenting and recording all design changes to the original bid set of plans;
- p. Reviewing Contractor As-Built and Record Drawings for accurate and adequate reflection of the Work;
- q. Preparing and/or managing record drawings;
- r. Submitting a full set of records and record drawings at project completion;
- s. Monitoring for permit and environmental compliance;
- t. Review and coordination of Contractor's construction schedule in Microsoft Project Software;
- u. Review and coordination of Contractor's construction phasing activities;
- v. Review and coordination of Contractor's detour and traffic control plans;
- w. Review the Contractor's construction progress and perform projections based on the project's phasing plan and accepted schedules;
- x. Project Document Control, including receiving, filing, and distributing incoming and outgoing documents including electronic and hardcopy files;
- y. Assist City Public Information Officer or City Contracted Public Information Consultant with Public involvement and Communications Support;
- z. Assist the City with FTA and/or RTA reporting and project updates.

ALL OTHER PROVISIONS OF THE REQUEST FOR QUALIFICATIONS SHALL REMAIN IN THEIR ENTIRETY.  
 VENDOR HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE ABOVE AMENDMENT.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Typed Name and Title

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip