

**REQUEST FOR QUALIFICATIONS**  
**TO PROVIDE**  
**INDEPENDENT COMPLIANCE MONITORING SERVICES FOR**  
**METRO PURPLE LINE EXTENSION PROJECT**  
**SECTION 1 (WILSHIRE/LA CIENEGA STATION) AND**  
**SECTION 2 (WILSHIRE/RODEO STATION)**

**RFQ No. 17-3**



**CITY OF BEVERLY HILLS**  
**Public Works Services Department**  
**345 Foothill Road**  
**Beverly Hills, CA 90210**

**February 13, 2017**

**Submittal Deadline: 2:00 P.M. March 16, 2017**

**Project Contact:**  
**Robert Welch, PE, CFM – Project Manager**  
**Email: [RWelch@BeverlyHills.org](mailto:RWelch@BeverlyHills.org)**  
**Telephone: (310) 285-2497**

## 1.0 INTRODUCTION

The City of Beverly Hills (City) is soliciting qualifications from qualified consulting firms interested in providing independent compliance monitoring services for Section 1 (Wilshire/La Cienega Station) and Section 2 (Wilshire/Rodeo Station) of the Los Angeles County Metropolitan Transportation Authority (Metro) Purple Line Extension project. This request for qualification (RFQ) contains project description, scope of work, elements of the Statement of Qualifications, qualification requirements and submission, and general terms.

The intent of the RFQ is to solicit consulting firms qualified to provide independent compliance monitoring services that will enforce the terms of the Memorandum of Agreement (MOA) between the City and Metro to govern construction of the Purple Line Extension project and conditions of the City issued work permits for the construction of the Wilshire/La Cienega Station (Section 1) and Third Party utility relocation and design-build phase of the Wilshire/Rodeo Station (Section 2).

This will be a joint procurement by the City and Metro. Interested firms shall have no pre-existing relationship with either party, unless this requirement is specifically waived by both the City and Metro pending review of qualifications.

This RFP does not commit the City or Metro to pay any costs incurred in the preparation and presentation of submittals or to select any interested firms who respond.

### **Tentative Schedule**

The City has established the following target dates for evaluation and scheduling purposes. The following dates are tentative, non-binding, and are subject to change with appropriate notice to prospective responders.

|  |                               |
|--|-------------------------------|
| RFQ Release .....  | February 13, 2017             |
| Deadline for Submitting Questions .....                                | February 24, 2017             |
| Anticipated Deadline for City to Respond to Questions .....            | March 3, 2017                 |
| <b>Statement of Qualifications due and receive by 2:00 PM PST.....</b> | <b>March 16, 2017</b>         |
| Metro/COBH Evaluation Period .....                                     | March 17 to March 30, 2017    |
| Metro/COBH Candidate Interview.....                                    | March 30 to April 7, 2017     |
| <b>City Council Approval of Selection.....</b>                         | <b>April 20, 2017</b>         |
| Issue Notice of Selection .....  | April 28, 2017                |
| Solicit Fee Proposal and Negotiate Contract.....                       | April 28, 2017 to May 5, 2017 |
| <b>City Council Approval of Contract(s) .....</b>                      | <b>May 16, 2017</b>           |
| <b>Metro Board Approval of Contract(s).....</b>                        | <b>May 23, 2017</b>           |
| Issue Notice to Proceed .....  | May 24, 2017                  |

## 2.0 PROJECT BACKGROUND

Metro is currently undertaking the construction of the Westside Subway Extension Project (Project). The Project area is located in western Los Angeles County and includes portions of the Cities of Los Angeles and Beverly Hills, as well as an unincorporated portion of Los Angeles County. The Project alignment selected by the Metro Board on October 28, 2010, will extend heavy rail transit underground, from the existing Metro Purple Line Wilshire/Western Station to a Westwood/VA Hospital Station, a distance of approximately 9 miles (Figure 1). The separated right-of-way is all in a tunnel, with the top of the tunnel at least 30 to 70 feet below the ground surface. The extension would include a total of seven new stations, each serving major activity and employment centers on the west side of Los Angeles.

Major excavations would occur for each of the stations (including portals, crossover structures and traction power substations), the drop and retrieval shafts for the tunnel boring machine and actual tunneling. Construction staging and laydown sites will be located near each station.

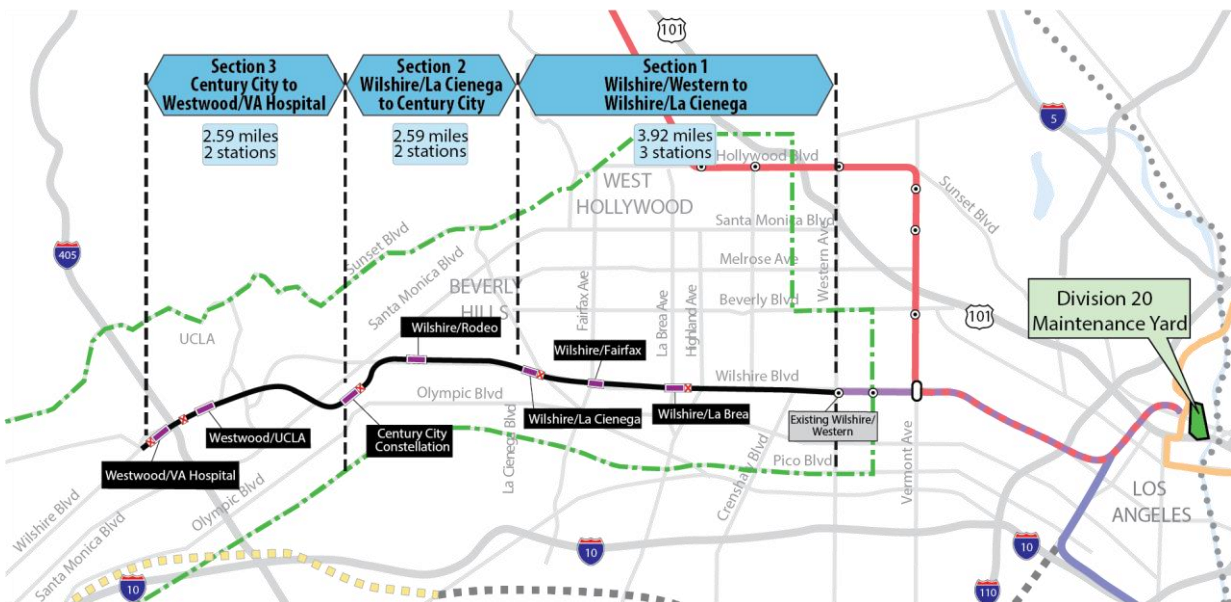


Figure 1. Westside Subway Extension Project Alignment

## 3.0 SCOPE OF WORK

The purpose of this RFQ is to identify a firm to serve as an Independent Compliance Monitor (“Compliance Monitor”) to enforce the terms of MOAs and City-issued permits governing construction of the Project’s two stations within the City. The scope of work that follows contains a general outline of the required tasks.

The Compliance Monitor will work closely and cooperatively with both City and Metro representatives as well as Metro’s construction contractor(s) to provide oversight and ensure compliance with the conditions and required mitigation measures covered under each MOA and all related exhibits; the completed permit applications and submittals for the Project; and any

conditions of approval included in a City-issued permit(s) (collectively, “permit conditions”). In addition to City-specific requirements, the Compliance Monitor shall be knowledgeable and well versed to enforce all project scope, construction schedule(s), and Final Environmental Impact Statement/Report (FEIS/FEIR) mitigation measures which include, but not limited to the following:

1. Construction staging and traffic control requirements;
2. Pedestrian access and parking;
3. Hauling routes;
4. Allowable work hours and workdays;
5. Noise limits, noise and mitigation measures;
6. Vibration limits, vibration and mitigation measures;
7. Light spill mitigation measures;
8. Tree removal and replacement procedures;
9. Advance notification process for all construction activities; and
10. Public safety.

The Compliance Monitor will have the enforcement power to order compliance with the permit conditions and will be responsible for reporting and tracking any permit violations. Documentation of the violation(s) shall be provided to both the City and Metro within twenty-four (24) hours of any violation.

In accordance with the MOA conditions, the Compliance Monitor will have enforcement power to issue monetary fines (contributions) for compliance violations pursuant to provisions in each MOA. In addition to any monetary fines (contributions) required under the MOA, the Compliance Monitor will have authority to order a halt to the work causing a violation, that will cause a violation, or that poses a clear and immediate threat to public safety until Metro, its contractors or other third parties take action to correct the violation and prevent the violation from being repeated.

Construction work hours will be set forth by the MOAs and/or individual permit conditions. Work may occur during normal daytime hours or after hours depending on the type of work being done. During certain phases of the work, including decking and ensuing station construction, work will occur on a 24-hour basis. Unless otherwise agreed to by the City and Metro, the Compliance Monitor shall be employed and on site during all hours in which construction work within the scope of the MOA for Section 1 is being performed. The anticipated schedule of work is attached as Exhibit A.

The Compliance Monitor will provide compliance reports to the City and Metro on a weekly basis within a predetermined number of days of the end of the monitoring / reporting period and, as needed, will investigate any complaints or concerns received by an established complaint phone line related to construction disturbances within the City and any alleged violations or technical defects identified or reported by the City Representative, City Engineer, and/or Consultant(s).

The selected Compliance Monitor will be expected to follow procedures as required by the City and its municipal code and by State law, as applicable. The Compliance Monitor may be required to participate in public outreach and community meetings with businesses, community organizations, and residents, and assist in making presentations to the City Council or City

Commissions. Additionally, the Compliance Monitor may be required to participate in Pre-Construction, project coordination, and other intermittent meetings to review project status and schedules, and to clarify terms of the MOA, roles, and responsibilities.

The current draft MOA for Section 1 is attached to this RFP as Exhibit B. It sets forth authorities and enforcement responsibilities of the Compliance Monitor. Although not yet complete, a similar MOA and/or discrete permits incorporating similar terms are expected to be issued for work on Section 2.

#### **4.0 ELEMENTS OF THE STATEMENT OF QUALIFICATIONS**

Statement of Qualifications must contain sufficient information to enable the City and Metro to determine the merits of the firm. Statement of Qualifications shall not exceed 25 pages (excluding Transmittal letter, cover pages, and tabs/dividers).

1. Transmittal Letter
  - a. Introduction, including firm name, address, telephone number, fax number and email address of the person or persons authorized to represent the firm regarding all matters related to the Statement of Qualifications.
  - b. Brief synopsis of the firm's corporate structure and history.
  - c. Statement of disclosure of any prior or present Metro and/or City contracts. Candidates shall also include known future contracts.
  - d. The person authorized by the firm/team to enter into a contract with the City and Metro shall sign the transmittal letter.
  
2. Firm Philosophy and Approach
  - a. Provide an organizational chart indicating the proposed roles and relationships of individuals relevant to this Project.
  - b. Identify firm's proposed project team, key personnel and staff members and their specific expertise and experience.
  - c. Provide resumes of proposed project team and relevant key personnel.
  
3. Relevant Experience
  - a. Description of firm's qualifications and experience on similar projects.
  - b. Demonstration of a minimum of five (5) years of relevant experience.
  - c. List of similar projects that firm has worked on within the last five (5) years which demonstrate firm's relevant compliance monitoring experience. Include at a minimum description of project, project value, dates and services provided.
  
4. Corporate Structure, Financial Stability and Litigation
  - a. Firm background and history.
  - b. Location of firm's headquarters and the address and contact information for the local office, if different, where the Project will be serviced.
  - c. Firm corporate structure.
  - d. Provide a statement of financial stability.

- e. Any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of the Project.

5. References

- a. Provide a minimum of five (5) references.
- b. References must include client name, address, and phone number, brief description of the project, role/responsibility of firm on project, and the name/phone number of the client's project manager or primary contact.
- c. It is the firm's responsibility to verify the latest and current contact information for all references.
- d. Failure to provide at least five (5) references may result in disqualification.

**5.0 QUALIFICATION REQUIREMENTS AND SUBMISSION**

Statement of Qualifications that do not arrive by the specified date and time, currently scheduled for **March 16, 2017 at 2:00 PM**, WILL NOT be accepted. Interested firms may submit their Statement of Qualifications any time prior to the above stated deadline. The City will not be held responsible for envelopes mishandled as a result of the envelope not being properly prepared. Facsimile, telephone, or electronic email submissions will not be considered.

Statement of Qualifications is to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired.

Statement of Qualifications MUST NOT include cost and pricing information.

Interested firms shall submit one (1) original statement of qualifications marked "ORIGINAL" and eight (8) identical copies marked "COPY" and one (1) digital copy (CD, flash drive, etc.) to:

Mr. Robert Welch  
City of Beverly Hills  
Department of Public Works  
345 Foothill Road  
Beverly Hills, CA 90210

Statement of qualifications shall be clearly labeled in a sealed envelope or box as follows:

Joint Procurement of Independent Compliance Monitor Services  
City of Beverly Hills & Los Angeles County Metropolitan Transportation Authority  
Westside Subway Extension Project  
Request for Qualifications No.: RFQ 17-3

All questions are to be addressed to Robert Welch, Project Manager, via email at [rwelch@beverlyhills.org](mailto:rwelch@beverlyhills.org) or at 310.285.2497.

## **6.0 SELECTION**

The Compliance Monitor will be selected jointly by Metro and the City of Beverly Hills. The ideal Compliance Monitor will be fair, impartial, and have no pre-existing relationship with either Party. The ideal Compliance Monitor will have prior construction monitoring and environmental compliance monitoring experience on large construction projects in urban areas.

## **7.0 TERM OF CONTRACT**

The City of Beverly Hills, Metro, and the Compliance Monitor will enter into a three party contract to engage the services of the Compliance Monitor. The Compliance Monitor shall invoice Metro or the City for its work subject to the City's and Metro's verification and approval of the invoice. Invoices will be paid directly by Metro. The engagement of the Compliance Monitor shall be for a term of one year, with said engagement to be reviewed annually by both the City and Metro and subject to renewal by consensus of both the City and Metro or to termination by either City or Metro.

**The City and Metro reserve the right to award a single contract for Compliance Monitor services for both the Section 1 and Section 2 portions of the Purple Line Extension project or award individual contracts to two (2) Compliance Monitors to provide separate services for each Section of the project.**

## **ATTACHMENTS**

Exhibit A: Anticipated Schedule of Work

Exhibit B: Section 1 MOA for the Advance Utilities Relocation Phase of the Purple Line Extension Project – Segment 1