

CITY OF TRACY

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

FOR

CONSTRUCTION MANAGEMENT SERVICES

FOR THE NEW TRACY AQUATIC CENTER

CAPITAL IMPROVEMENT PROJECT – CIP 78054

PROPOSALS DUE	Friday, October 23, 2026 at 2:00 p.m.
RFP ISSUED	September 25, 2026
CONTACT	Richard Joaquin, Assistant Director of Parks, Recreation & Community Services
ADDRESS	333 Civic Center Plaza, Tracy, CA 95376
PHONE	(209) 831-6235
EMAIL	CIP78054@cityoftracy.org

For complete information regarding this Project, see the RFP and project information packet posted at the City of Tracy website.

<https://www.cityoftracy.org/I-Want-To/View/Bids-and-RFPs#section-2>

CITY OF TRACY

NOTICE OF REQUEST FOR PROPOSALS

1. NOTICE IS HEREBY GIVEN that the CITY OF TRACY (hereinafter "City") requests proposals for **CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW TRACY AQUATIC CENTER CAPITAL IMPROVEMENT PROJECT – CIP 78054** (hereinafter "Project") and will receive proposals in the office of the Parks, Recreation and Community Services Department, 333 Civic Center Plaza, Tracy, CA 95376, ATTN: Richard Joaquin, Assistant Director, up to the hour of **2:00 p.m., Friday, October 23, 2026**.
2. The services to be performed by the successful proposer are described in this Request for Proposals. Copies of the RFP and project information packet will be available at the Parks, Recreation & Community Services Department and online at <https://www.cityoftracy.org/I-Want-To/View/Bids-and-RFPs#section-2>. Any questions shall be submitted in writing via email to CIP78054@cityoftracy.org by **2:00 p.m., Friday, October 16, 2026**.
3. Proposals shall be submitted and clearly marked on the outside of a sealed envelope as follows: **"SEALED PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW TRACY AQUATIC CENTER CAPITAL IMPROVEMENT PROJECT – CIP 78054 – DO NOT OPEN WITH REGULAR MAIL"**.
4. All responsive Statements of Qualifications will be evaluated based on the proposer's demonstrated professional qualifications, relevant experience, proposed approach, key personnel, resources, references, and other non-price criteria identified in this RFP. The City will conduct a qualifications-based evaluation and establish a final ranking of proposers based solely on the published qualifications criteria.

Fee Proposals shall be submitted separately from the Statement of Qualifications in accordance with the submittal requirements of this RFP. Fee Proposals will not be opened, reviewed, or considered as part of the qualifications evaluation or ranking. Following completion of the qualifications-based ranking, the City will open and negotiate the Fee Proposal with the highest-ranked proposer in accordance with applicable law and the procedures described in this RFP.
5. Any clarification or interpretation of this RFP will be issued by written addendum through the City's designated solicitation source. Proposers are responsible for monitoring the solicitation source for updates and addenda.
6. The City reserves the right to reject any and all proposals and to waive any irregularity, informality, or minor defect in any proposal or in the RFP process.

Richard Joaquin Richard Joaquin Date 09/26/2026

Assistant Director of Parks, Recreation and Community Services

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I. INTRODUCTION / PROJECT DESCRIPTION

Nature of Work

The City of Tracy (the “City”) desires a professional construction management consultant (the “Consultant” or “CM”) to provide pre-construction, constructability review, plan-check support, bidding support, construction management, materials testing & special inspection, contract administration, commissioning, closeout, warranty, and related project delivery services for the Tracy Aquatic Center Project. The Consultant shall serve as an extension of City staff and support the Project from the current design phase through completion of construction and post-construction activities.

Project Description

- The Tracy Aquatic Center is a new public recreation and competitive aquatic facility intended to expand capacity for recreation, learn-to-swim programs, competitive swimming, water fitness, and hosted aquatic events.
- The Project is located on an approximately 15-acre standalone site in Tracy, California. The natatorium identified during design development has been removed from the current concept.
- Current Project components include an outdoor competition pool, recreation pool, locker/changing facilities, administrative and lifeguard support spaces, concessions and spectator amenities, outdoor pool decks, shade and landscape improvements, site circulation and parking, site lighting and security, future expansion zones, and supporting infrastructure.
- The four Council-identified potential enhancements are a Lazy River with Island; Three Waterslides; an Outdoor Family/Toddler Pool with Play Structure; and Building C including a Community Room, Storage, Restrooms, and Kitchen. A parking expansion of approximately 90 spaces is identified separately as an add alternate.
- The Project uses conventional CMU/structural steel construction with aquatic-specific durability and corrosion-resistance considerations, delegated design, complex aquatic mechanical/chemical treatment systems, all-electric building systems, photovoltaic systems, heat-pump pool heating, heat recovery, and applicable CALGreen and Title 24 requirements.

Project Delivery Method

The Project will be delivered using Design-Bid-Build with delegated design. The selected Consultant will provide preconstruction and constructability review services during completion of the construction documents; assist the City during bidding and contractor selection; and provide construction management, contract administration, commissioning, closeout, and warranty services through completion of the Project.

Project Lead

The Project is led by the City of Tracy Parks, Recreation and Community Services Department.

Project Schedule

The current planning schedule anticipates construction beginning in Summer 2027 and facility opening in Summer 2029. Project phasing and the final construction schedule will be subject to City Council direction, funding availability, bidding results, and the final Project schedule. Proposers shall review Attachment 5 and identify any schedule assumptions incorporated into their fee proposal.

Construction Budget

The City is considering a base Project together with multiple potential enhancements. The RFP intentionally requires the CM fee to be broken into a base-project component and discrete incremental fees for each enhancement so that the City may authorize or defer individual enhancements without

renegotiating the Consultant's underlying fee structure. Planning-level construction budget figures may be revised by addendum and shall not be treated as guaranteed construction values.

Proposal Page Limit

The Statement of Qualifications portion of the proposal shall be limited to a maximum of twenty (20) double-sided pages, excluding front and back covers, section dividers, resumes, forms, certifications, and the separately sealed Fee Proposal. Minimum font size shall be 11-point Arial. Exhibits may be 11" x 17".

Evaluation

Criterion	Weight
Firm Experience / Team Qualifications	40%
Relevant CM Experience in Similar Projects	30%
Project Understanding & CM Approach	20%
References / Past Performance	10%
Total	100%

II. INSTRUCTIONS TO PROPOSERS

A. City Responsibilities

The City will provide information in its possession relevant to preparation of the proposal and Project delivery. The City will provide only the staff assistance and documentation specifically identified in this RFP and the final agreement.

B. Proposer Responsibilities

The selected Proposer shall assume responsibility for the services described in its proposal and the executed agreement. The Proposer shall identify a sole point of contact and shall provide contact information, organization information, and evidence of financial capacity if requested by the City.

C. Request for Information or Clarification

All questions or requests for clarification shall be submitted in writing via email to CIP78054@cityoftracy.org by the deadline stated in the Notice. No verbal interpretation shall modify this RFP. Responses that materially clarify or modify the RFP will be issued by addendum.

D. Addenda

Any change to the RFP after issuance shall be made by written addendum through the City's designated solicitation source. Addenda become part of the RFP and resulting agreement documents. Proposers are responsible for monitoring the solicitation and review all addenda's through the City's website for updates on the RFP.

E. Licenses and Permits

The selected Proposer shall obtain and maintain all licenses and permits required for performance of its services, including a City of Tracy business license when required.

F. Insurance

The selected Proposer shall provide evidence of insurance required by the City's Professional Services Agreement and any applicable City vendor requirements within the time required by the City.

G. Information Packet (Attachment 4)

The City has provided an information packet containing available design development drawings, specifications, estimates, geotechnical information, and other Project documents. Proposers shall review the information packet and identify material assumptions or conflicts in their proposals.

H. Pre-Proposal Meeting

If scheduled, the pre-proposal meeting date, time, and location will be identified by addendum or in the solicitation notice. Key team members are strongly encouraged to attend. Questions and material interpretations will be addressed through written addenda.

I. City Right to Reject

The City reserves the right to reject any or all proposals, accept or reject portions of a proposal, waive minor irregularities, and negotiate with one or more proposers as permitted by applicable procurement requirements.

J. Bid Protests

Any protest concerning the RFP process shall be submitted and processed in accordance with the City's then-current applicable procurement procedures. Nothing in this RFP supersedes those procedures.

K. CARB / Fleet Compliance

The selected Consultant shall comply with applicable California Air Resources Board, fleet, and other environmental requirements to the extent applicable to the services and funding source. Applicable requirements will be identified in the final agreement or addendum as necessary.

III. SUBMITTAL REQUIREMENTS

A. General

All proposals shall be typewritten or printed in ink clearly and legibly and shall conform to the requirements of this RFP.

One (1) hard copy of the firm's proposal is due to the City at the location, date and time specified on the Notice of Request for Proposals above. An electronic PDF copy of the proposal shall be emailed to CIP78054@cityoftracy.org prior to the deadline. The electronic copy does not replace the requirement for a hard copy submittal.

Fee Proposal: One (1) copy of the firm's fee proposal shall be enclosed and submitted in a separate, sealed envelope and clearly marked:

"FEE PROPOSAL – CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW TRACY AQUATIC CENTER CAPITAL IMPROVEMENT PROJECT – CIP 78054 – DO NOT OPEN WITH QUALIFICATIONS PROPOSAL."

The Fee Proposal shall not be included in, attached to, or otherwise made accessible with the Statement of Qualifications. The City will maintain the Fee Proposal unopened and separate from the qualifications materials until completion of the qualifications-based evaluation and establishment of the final proposer ranking.

B. Proposal Contents

1. Statement of Qualifications

Provide a concise statement of qualifications, including a signed cover letter; concurrence or proposed exceptions to the City agreement; firm and team experience; organization chart; availability and anticipated commitment of key personnel; and relevant project experience.

2. Understanding of Need

Describe the Proposer's understanding of the Project, delivery method, major risks, aquatic-specific construction challenges, delegated design, commissioning, schedule, cost control, quality assurance, and coordination with the City and design team. Identify assumptions and exclusions.

3. Relevant Project Experience

Provide relevant projects completed by the firm and/or proposed personnel within the last five years, emphasizing public aquatic facilities of comparable scope and complexity. Experience should address competition pools, specialty aquatic features, complex aquatic mechanical systems, delegated design, structural systems, site/civil work, corrosion-resistant construction, commissioning, and public-sector contract administration where applicable.

Aquatic Construction Specialty Resource – Highly Desirable

The City highly desires a Consultant team that includes an individual with demonstrated experience in the construction of complex aquatic facilities. Such experience may include, but is not limited to, complex aquatic pump and piping systems, pool water treatment and chemical systems, aquatic mechanical systems, waterproofing, corrosion-resistant materials and systems, aquatic equipment, commissioning, or other specialty systems associated with large public aquatic facilities.

The specialty resource may be a member of the Consultant's prime team or a subconsultant. Proposers shall identify the individual, firm, role, availability, and specific relevant aquatic construction experience proposed for this Project.

4. References

Provide at least five relevant project references, including at least three public-entity references, with current contact information. References should involve similar construction management, inspection, and contract administration services within the past five years where possible.

5. Work Plan and Schedule

Provide a Work Plan and Schedule defining the proposed management approach, staffing plan and duties matrix, pre-construction and construction staffing levels, full-time on-site construction presence, communication protocols, project controls, scheduling methodology, proposed scheduling software, City inspection coordination, Materials Testing and Special Inspection Services, Contractor oversight and accountability, public outreach and construction communications, permitting and environmental coordination, contract administration, escalation procedures, risk management, change management, document controls, commissioning, punch-list completion, closeout, and warranty strategy.

The Work Plan shall specifically identify how the Consultant will proactively manage Contractor performance and schedule compliance, including the Consultant's approach to identifying and escalating potential schedule delays before contractual milestones are missed.

6. Project Risk Assessment

Identify the Consultant's Top Five (5) Project Risks based on the Consultant's review of the RFP, Project documents, proposed delivery method, Project schedule, and anticipated construction activities.

For each risk, provide:

1. Risk description;
2. Potential cause;
3. Potential impact to cost, schedule, quality, safety, or operations;
4. Likelihood and consequence assessment;
5. Proposed mitigation strategy;
6. Recommended City/Consultant/Contractor action; and
7. The proposed individual responsible for monitoring and managing the risk.

The City is particularly interested in risks associated with aquatic construction, delegated design, complex mechanical and chemical systems, corrosion and durability, commissioning, contractor performance, schedule, procurement, testing and special inspection, and coordination among the City, Contractor, design team, and other Project participants.

7. Exclusions

Identify any services or responsibilities the Proposer believes are excluded from its proposed services but may reasonably be required to complete the Project.

8. Certifications

Include all certifications and forms required by the City and identified in Attachment 4.

C. Fee Proposal – Mandatory Structure

The Fee Proposal shall be submitted separately from the Statement of Qualifications in accordance with Section III.A of this RFP. The Fee Proposal will not be opened, reviewed, scored, or considered as part of the qualifications-based evaluation.

The City is seeking a negotiated fee structure that allows the City to proceed with the Base Project and add or remove individual enhancements without requiring a new fee proposal or renegotiation of the underlying hourly rates.

The Proposer shall provide:

1. A total fee for the Base Project, including all pre-construction, bidding, construction, materials testing & special inspection, contract administration, commissioning, closeout, and warranty services applicable to the Base Project.
2. A separate incremental fee for each of the four Council-identified enhancements: (a) Lazy River with Island; (b) Three Waterslides; (c) Outdoor Family/Toddler Pool with Play Structure; and (d) Building C including Community Room, Storage, Restrooms, and Kitchen.
3. A Full Build-Out Fee equal to the Base Project plus all four Council-identified enhancements.
4. A phase-by-phase breakdown showing the portion of each fee attributable to pre-construction/constructability, bidding, construction management/inspection, commissioning/closeout, and warranty services.
5. The hours and billing rates by proposed personnel for each major task, plus lump-sum or time-and-materials amounts for subconsultants.
6. Identification of any costs that are shared across multiple enhancements and therefore are not strictly additive. Any such non-additive cost shall be clearly explained and separately identified.
7. The Proposer's standard hourly rate schedule and escalation assumptions, if any, for the anticipated contract term.
8. Identification of any allowance, contingency, or reimbursable expense included in the fee. No contingency may be added without clearly identifying the amount and basis.
9. Construction Duration and Extension Rates. Identify the construction duration included in the proposed fee and provide a monthly extension rate for Consultant services associated with an authorized extension of the construction period. Identify the personnel, hours, staffing levels, and assumptions forming the basis of the monthly extension rate.
10. Materials Testing and Special Inspection Costs. Separately identify the anticipated cost of Materials Testing and Special Inspection Services, including proposed subconsultant, laboratory, inspection, testing, unit-rate, and allowance assumptions.

The City intends to negotiate a not-to-exceed amount that can be activated in stages. No enhancement shall be considered authorized solely because the Proposer included an enhancement fee in its proposal. Enhancement services shall be performed only after written authorization by the City.

IV. PROPOSAL EVALUATION (CONSULTANT SELECTION)

After proposals are received, the City will review them for responsiveness and evaluate the qualifications of each Proposer. The City may request clarifications or additional information. It is anticipated that two to three firms may be invited to an in-person interview. The City reserves the right to select a Proposer without an interview.

Interview teams, if requested, shall consist primarily of the proposed Project Manager and key personnel and shall be limited to five (5) persons unless otherwise approved by the City. The City may consider the quality of the interview in evaluating the proposal, but the City will not use an undisclosed numerical ranking or score outside the published criteria.

Particular consideration will be given to the qualifications and availability of team members with demonstrated experience in complex aquatic construction, including aquatic mechanical systems, pump and piping systems, chemical treatment systems, corrosion protection, waterproofing, and commissioning.

Evaluation and Rating

Criterion	Weight
Firm Experience / Team Qualifications	40%
Relevant CM Experience in Similar Projects	30%
Project Understanding & CM Approach	20%
References / Past Performance	10%
Total	100%

The selection committee will be comprised of at least three (3) City staff members from multiple departments. The City may conduct reference checks, site visits, and interviews as part of the qualifications-based evaluation. Negotiations, if any, will occur separately following completion of the qualifications-based evaluation.

Fee Proposal and Negotiation

Fee Proposals shall be submitted in the separately sealed envelope required by Section III.A. Fee Proposals shall not be opened, reviewed, scored, or considered during the qualifications-based evaluation. The City will first complete its qualifications-based evaluation and establish a final ranking of proposers using only the published evaluation criteria. No Fee Proposal will be opened or considered in establishing the qualifications-based ranking. Following completion of the qualifications-based ranking, the City will open the Fee Proposal of the highest-ranked proposer and commence negotiations regarding the proposed fee, scope of services, staffing, schedule, and other applicable contract terms.

The City and the highest-ranked proposer will negotiate in good faith toward a mutually acceptable agreement and reasonable fee consistent with the required scope of services and applicable law. If the City and the highest-ranked proposer are unable to reach agreement, the City may terminate negotiations with that proposer and proceed to negotiations with the next highest-ranked proposer. The Fee Proposal of the next highest-ranked proposer may then be opened and considered for purposes of negotiation. The City will not open or review Fee Proposals of lower-ranked proposers unless and until negotiations with the higher-ranked proposer have been terminated and the City proceeds to the next-ranked proposer.

V. CONTRACT AWARD

Following completion of the qualifications-based evaluation, the City will establish a final ranking of proposers and identify the highest-ranked proposer for negotiations.

The City will open and negotiate the Fee Proposal only with the highest-ranked proposer. The Scope of Services, Schedule, Fee Proposal, and other negotiated terms will form the basis for the final Professional Services Agreement, subject to City approvals and applicable law.

If the City and the highest-ranked proposer are unable to reach agreement, the City may terminate negotiations and proceed with the next highest-ranked proposer. The City may then open and negotiate that proposer's Fee Proposal in accordance with the procedures established in this RFP.

The City will not open Fee Proposals of lower-ranked proposers unless and until the City proceeds to negotiations with the applicable proposer.

No proposal shall be binding upon the City until the Professional Services Agreement is fully executed by authorized representatives of both parties.

VI. IMPLEMENTATION

A. Kick-Off Meeting

Following award, the selected Consultant shall participate in a kick-off meeting with City staff to confirm scope, schedule, staffing, communication protocols, document controls, reporting, invoicing, and implementation procedures.

B. Notice to Proceed

Before issuance of a formal Notice to Proceed, the Consultant shall provide executed agreement documents, insurance certificates and endorsements, vendor information, and any other documentation required by the City.

VII. PUBLIC RECORDS

All proposals submitted in response to this RFP become property of the City upon submittal and are subject to disclosure under applicable law. Proposers may identify information they believe is proprietary; however, the City will determine confidentiality in accordance with the California Public Records Act and other applicable law. The City makes no representation that identified proprietary information will remain confidential if disclosure is required by law.

VIII. NO CONFLICT OF INTEREST

The selected CM firm and its subconsultants shall not be a bidder, subcontractor, supplier, or consultant performing work for a bidder on any construction contract for this Project if such participation would create an actual or prohibited conflict of interest. The Proposer shall disclose any actual, potential, or apparent conflict known at the time of proposal and shall promptly disclose any conflict arising during the contract term.

IX. ENVIRONMENTAL CLEARANCE

The City will identify applicable environmental clearance, permitting, grant, and funding requirements in the Project information packet and/or by addendum. The Consultant shall provide the construction management and documentation support identified in the Scope of Work for applicable environmental compliance requirements. The Consultant shall not assume responsibility for City approvals or actions reserved to the City or other agencies.

X. SCOPE OF WORK

The CM is required to perform the work specified herein. In submitting a proposal, the CM firm represents that it is qualified and capable of providing the requirements of this RFP. Proposers may identify additional services or a refined approach that is consistent with the requirements of this RFP, but any proposed deviation, exclusion, or substitute service must be clearly identified. **See Attachment A** for detailed Scope of Work requirements.

The Scope of Work applies to the Base Project and, when authorized by the City, to each individual enhancement. The Consultant shall maintain sufficient flexibility to scale staffing, testing/inspection, project controls, and administration as the authorized Project scope changes.

XI. PROJECT FUNDING AND PAYMENT

Project Funding

The Project funding and the funding applicable to individual enhancements may differ. The Proposer shall not assume that authorization of an enhancement is guaranteed. Funding-source requirements identified by the City shall be incorporated into the Consultant's services when applicable.

Payment and Invoicing

The selected Consultant shall invoice the City monthly based on the negotiated compensation structure and the City's standard invoice requirements as outlined in the Agreement. Invoices shall identify the services performed, personnel, hours, applicable scope component, and other information required by the City. No work in excess of an authorized not-to-exceed amount, and no enhancement work, shall be performed without prior written authorization by the City.

XII. CITY AND CONSULTANT RESPONSIBILITIES

City Responsibilities

- Furnish available Project information and general direction.
- Coordinate City internal plan-check activities and approvals.
- Advertise, award, and execute the construction contract(s), except for Consultant support identified in this RFP.
- Provide available electronic plans, specifications, Basis of Design, estimates, geotechnical information, and applicable City standards.
- Facilitate City meeting space and City permits/approvals for which the City is responsible.
- Identify funding and authorization decisions for the Base Project and individual enhancements.
- Provide and perform all City-required construction inspections through City-designated inspectors, including Building Division and other applicable City inspections.
- Provide timely direction, decisions, approvals, and responses within the City's control necessary for Consultant and Contractor progress.
- Review and approve public notifications and construction communications before distribution when City approval is required.

Consultant Responsibilities

- Provide all services, personnel, equipment, software, insurance, and contractual documentation required by the executed agreement and approved scope.

- Provide all required Materials Testing and Special Inspection Services through qualified personnel and subconsultants.
- Maintain full-time on-site construction management presence during active construction.
- Provide timely notice of schedule, budget, quality, claim, safety, or scope issues requiring City action.

XIII. PROPOSED RFP SCHEDULE

Event	Date
RFP Issued	September 25, 2026
Questions Due	October 16, 2026
Proposals Due	October 23, 2026
Proposal Review / Screening	October 26-30, 2026
Tentative Interviews	November 4, 2026
Selection / Negotiations	November 4-11, 2026
Anticipated Council Award / Agreement	December 18, 2026
Notice to Proceed / Kick-Off	January 2027 (anticipated)

Project Schedule – Planning Milestones

Milestone	Planning Target
Construction Documents / Plan Check	2026
Public Bid / Contractor Selection	2027
Target Construction Start	2027
Target Facility Opening	2029

The above dates are planning targets only and may be adjusted by the City through addendum, amendment, or during contract negotiations.

END OF RFP
