

Request for Proposal
to provide

ENGINEERING AND ENVIRONMENTAL SERVICES
for the
CITY CREEK/ALABAMA STREET BIKEWAYS

in the
City of Highland, CA

City Project No. **str17001**

TABLE OF CONTENTS

- I. Events Calendar
- II. Introduction
- III. Inquiries
- IV. Project Background
- V. Project Schedule
- VI. Scope of Work
- VII. Instructions and Conditions
- VIII. Submittal Information

ATTACHMENTS:

All attachments are available at: <http://cityofhighland.org/Downloads/#str17001>

- Vicinity Map
- Exhibit 10 – B (Consultant Evaluation Sheet)
- Exhibit 10 – H (Cost Proposal)
- Exhibit 10 – I (Notice to Proposers DBE Information)
- Exhibit 10 – K (Consultant Certification of Contract Costs and Financial Management System)
- Exhibit 10 – O1 (DBE Commitment)
- Exhibit 10 – O2 (DBE Information)
- Exhibit 10 – Q (Disclosure of Lobbying Activities)
- Exhibit 15 – H (DBE Information-Good Faith Efforts)
- Exhibit 17 – F (Final Report-Utilization of DBE, First Tier Subcontractors)
- Sample Professional Services Agreement
- ATP Grant Application
- Street Plan and Profile Checklist

I. EVENTS CALENDAR

Proposals Due (Before 2:00 p.m.)	January 11, 2018
Notice of Shortlist	January 25, 2018
Consultant Interviews (If needed)	February 8, 2018
Contract Award	March 13, 2018
Notice of Contract Award	March 14, 2018

II. INTRODUCTION

The City of Highland (City) is soliciting proposals from qualified engineering consulting firms to provide complete and turnkey engineering and environmental services for the following Project. It is the proposer's responsibility to refer to the following web link to keep himself/herself abreast of all Addenda to this Request for Proposal.

<http://cityofhighland.org/Downloads/#str17001>.

CITY CREEK/ALABAMA STREET BIKEWAYS in the City of Highland

In general, the **City Creek/Alabama Street Bikeways (Project)**, a non-motorized transportation project along 2.3 contiguous miles of streets and easements in the City of Highland, will construct bicycle and pedestrian improvements including pavement widening, curb ramps, sidewalks, pavement markings and striping, Class I and II bikeway/pedestrian paths, bicycle/pedestrian bridge, bike racks, bollards, bike signals, in-roadway bicycle detection, pedestrian heads, enhanced crosswalks, roadway and bikeway signage and lighting.

The Project includes Federal funding through the Active Transportation Program (ATP). The successful consultant must be experienced and well abreast of all current FHWA and Caltrans requirements related to Federally Funded Projects, including a working knowledge of the Caltrans' Local Assistance Procedures Manual (LAPM). The City of Highland, will be the single point of contact for all correspondence with Caltrans.

The services that are solicited for this Project, by this request, include all necessary efforts to provide overall project management; perform environmental analysis; secure environmental clearance; complete right-of-way engineering and secure right-of-way clearance; secure environmental and construction permits; prepare engineering design including all support services such as geotechnical investigations and surveying; obtain E-76 from Caltrans for authorization to proceed with construction; provide engineering consultation services during the construction bidding phase; and comply with all federal funding program requirements during all phases of work. The successful consultant will be required to enter into a Professional Services Agreement with the City of Highland.

The Project will have three Areas of work; one for work primarily performed within the City of Highland, one for work performed in the City of Redlands and one for work performed within the City of San Bernardino.

For reference, the City's application for the ATP funds and a sample of the Professional Services Agreement referenced as attachments hereto are available at:

<http://cityofhighland.org/Downloads/#str17001> .

DBE Requirements

Consultants are advised that, as required by federal law, the State has established a statewide overall DBE goal. This City federal-aid contract is considered to be part of the statewide overall DBE goal. The City is required to report to Caltrans on DBE participation for all Federal-aid contracts each year so that attainment efforts may be evaluated (Exhibit 10-I). To provide assistance in meeting the statewide goal, the City has established a Disadvantaged Business Enterprise (DBE) goal of **14%** for this Project. Consultants need to achieve the goal or demonstrate an adequate good faith effort to achieve the goal. Consultants are required to complete Exhibits 10-O1 and 10-O2 or 15-H with the proposal. Additionally, the successful consultant(s) shall be required to complete the "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First Tier Subcontractors" form Exhibit 17-F at the end of the contract. For convenience, examples of all exhibits referenced herein are available at: <http://cityofhighland.org/Downloads/#str17001> . The successful consultant shall use the latest edition of the Caltrans Exhibits located on the Caltrans Website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm> .

III. INQUIRIES

All inquiries regarding the Request for Proposals (RFP) shall be addressed in writing, preferably via E-mail, to:

Dennis Barton, Principal Project Manager
City of Highland
27215 Base Line
Highland, CA 92346
Fax No. (909) 862-3180
Phone (909) 864-8732, Ext. 251
E-mail address: dbarton@cityofhighland.org

IV. PROJECT BACKGROUND

The **City Creek/Alabama Street Bikeways (Project)** is proposed by the City of Highland, with a small portion in the City of San Bernardino. It consists mainly of bikeway improvements and some walkway improvements. It is an integral part and a priority project of San Bernardino County's Non-Motorized Transportation Plan (NMTP) for the East Valley, connecting to the regional backbone Santa Ana River Trail (SART). Locally, it provides a non-motorized connection among three cities, Highland, Redlands, and San Bernardino.

The new bikeways/walkways proposed herein are needed specifically to: 1) provide a safe alternative path for bicyclists and pedestrians to the busy thoroughfares in the project area that currently discourage bicycling and walking; 2) connect to the east and west sides of Highland via a new crossing under the SR-210 freeway which will remove the need for bicyclists and pedestrians to con-mingle with traffic at the extremely busy and dangerous

intersections including freeway ramp intersections on Base Line and on 5th Street/Greenspot Road; 3) provide a direct path to the Santa Ana River Trail junction on Alabama Street in the City of Redlands providing access to an existing 30-mile corridor into Riverside and Orange Counties; 4) provide connection to more than 75 activity centers, businesses and churches located within the project area including the Community Center and the YMCA; 5) provide connections to public transit; 6) provide for future extension of a Class II Bikeway from City Creek, along the City Creek Bypass, to Central Avenue where it will join with Public Transit, the 5th Street bikeways, and the Community Park; and 7) so that the non-motoring public, at all skill levels, can safely and conveniently get to their destinations when making their decisions to walk, bike or drive.

The new in-roadway bicycle detection systems, pedestrian countdown heads, rest area, bicycle parking facilities and way-finding signs are needed to further improve efficiency, safety, and convenience for bicyclists and to promote and encourage active transportation mode along the new biking/walking paths. The new way-finding signs are highly-visible and advertise destinations including distance along the bikeway network, and are helpful in bringing attention to the new bikeways and thereby promote non-motorized travel.

The Project will construct 1.8 contiguous miles of new bikeway and/or pedestrian path as described in Table 1 below.

Location	Limits	Bike Way Class	Length (Miles)
City Creek	Base Line to Alabama Street	I	1.6
Alabama Street	City Creek to Cemex Driveway	I	.1
Alabama Street	Third Street to Cemex Driveway	II	.3

The construction cost, including construction engineering, for this Project is estimated to be \$2,355,000.

V. PROJECT SCHEDULE

Begin Environmental Process:	4/2018
Complete Environmental Process:	10/2019
Begin PS&E:	12/2019
Obtain Right-of-Way Clearance	4/2020
Complete PS&E:	6/2020
Receive E-76 for construction:	9/2020
Begin Advertise:	10/2020
Award Construction Contract:	12/2020
Begin Construction:	2/2020
Complete Construction:	8/2020

VI. SCOPE OF WORK

Phase I – Preliminary Studies

In this phase, the consultant is expected to complete, at a minimum, the following:

1. Preliminary Engineering (up to 30%) to confirm alignment for use in preparing Environmental Document.
2. Preliminary Environmental Assessment Report – Evaluate potential environmental issues and determine probable mitigation requirements and the likely type of environmental clearance document.
3. Cost Estimate – Prepare a preliminary estimate of the total Project cost.

Phase II – Environmental Document

The consultant shall provide all necessary reviews/studies to comply with provisions of NEPA/CEQA and the implementing regulations applicable to this Project. Required technical studies and type of environmental document shall be determined in coordination with Caltrans.

The successful consultant shall be proactive and take all necessary steps in securing the Project environmental clearance from Caltrans and all governing resources agencies in a timely manner.

Phase III – Final PS&E

This phase will consist of the preparation of Plans, Specifications, and Cost Estimates (PS&E), including all necessary technical investigations. Plans shall be prepared in accordance with the standards of the City of Highland and the California Highway Design Manual. Services are expected to include, but not be limited to:

1. Design – The successful consultant design the following improvements:
 - a. Construct new Class I bikeways and appurtenances:
 - ... West side of City Creek from Base Line to Alabama Street (includes under SR-210).
 - ... East side of Alabama Street from City Creek to approximately 800 feet southerly.
 - b. Construct new Class II bikeways and appurtenances:
 - ... Alabama Street from Third Street to approximately 1,800 feet southerly.
 - c. Construct pavement widening at the following locations:
 - ... Alabama Street from Third Street to approximately 1,800 feet southerly.
 - d. Install in-roadway bicycle detection, new bicycle traffic signal heads and appurtenances on the existing traffic signal at the intersections of:
 - ... Base Line at Highland Village Plaza Entrance
 - ... 5th Street at Church Avenue
 - e. Install pedestrian countdown heads on the existing traffic signals at:
 - ... Base Line at Highland Village Plaza Entrance
 - ... 5th Street at Church Avenue
 - f. Apply thermoplastic pavement striping and pavement markings within Project limits in Highland, including:
 - ... Travel Lanes
 - ... Bike Lanes
 - ... Crosswalks
 - ... Striped Buffers
 - g. Install Bollards or other feature to prevent unauthorized vehicular access to the new bikeways on City Creek.
 - h. Install bicycle way-finding signs along all bikeways within Project limits in Highland. (City to furnish locations and message)

2. Coordination / Permitting – The consultant shall identify all agencies with permitting authorities over any aspects of the Project and all utilities affected by the Project. The consultant shall coordinate with such agencies and affected utility owners to obtain permits, approvals, and necessary agreements for the Project. The consultant shall serve as liaison between the City and the agencies/utility owners. In addition, the consultant shall attend quarterly city-wide utility coordination meetings conducted by the City.
3. Research – The consultant shall research available records, centerline ties, City benchmarks and basis for bearings and stationing; existing rights-of-way; existing utilities; City standards; and improvements within and adjacent to the Project area.
4. Project Administration – The consultant shall provide Project administration including meetings, cost accounting, quality control, and scheduling.
5. Cost Accounting – The consultant shall include Project invoicing in accordance with funding program eligibility as specified in the attached Active Transportation Program (ATP) Grant Application. Each invoice submitted shall be for work performed beginning on the 1st day and ending on the last day of each month. For auditing purposes, the City’s Fiscal Year begins on July 1 and ends on June 30. The consultant shall submit year end invoices through June 30 no later than July 15 of each year of the contract. Exhibit 10-K (Consultant Certification of Costs and Financial Management System) is required as the proposed contract amount is expected to exceed \$150,000.
6. Utility Notifications – The consultant shall prepare 1st utility notice at the beginning of the Project to provide preliminary Project notice and obtain maps and other data to determine locations of existing utilities. Prepare 2nd and 3rd utility notices at 65% and 100% of the Project, respectively, in order to coordinate with utility companies for adjustment and/or relocation of interfering utilities.
7. Surveying and Right-of-Way - The consultant shall conduct research and provide all topographical and land surveying services required to prepare maps, plans, and other documents needed for the Project including legal descriptions and plats for any temporary or permanent easements or takes. The consultant shall provide appraisal and acquisition services as required to complete the acquisition process.
8. Geotechnical – The consultant shall provide geotechnical investigation, analysis, and recommendations for construction of the Project.

9. Final PS&E – In accordance with the City of Highland’s street plan and profile checklists, City of Redlands Standards and California Highway Design Manual, the consultant shall prepare final PS&E for all street, bikeway and pedestrian improvement plans and profiles including removals, utility relocations and adjustments, pavement widening, curb and gutter, curb ramps, median curbs, sidewalks, pavement widening, pavement rehabilitation, slurry seal, pavement markings and striping, Class I and II Bicycle/Pedestrian paths, bike racks, bollards, bike signals, in-roadway bicycle detection, pedestrian heads, enhanced crosswalks, warning beacons, roadway and bikeway signage, lighting, and traffic control. All documents shall be prepared in U.S. units.

It may be assumed that design for the construction of new utilities or relocation of existing utilities will be performed by the respective utility owners. The consultant shall coordinate with the utility companies.

Utilizing boilerplate provided by the City of Highland, the consultant shall assemble a complete set of construction contract bid documents and specifications, including all required federal provisions.

The consultant shall prepare plans, specifications and estimates at 65%, 95%, 100% and final at Mylar stage and submit to the City of Highland for review. Submittal requirements for 65%, 95% and 100% review are as follows:

- ... Two sets of plan prints
- ... Two sets of quantity calculations and estimate
- ... Two sets of final design and calculations
- ... Two sets of contract bid documents and specifications

The consultant shall review the Project sites prior to the submission of the 100% submittal to ensure that the Plans have adequately addressed all the impacts to the existing adjacent private property improvements.

After final approval, the following documents shall be delivered to the City of Highland:

- ... One set of original plan tracings on Mylar
- ... Two sets of plan prints
- ... Two sets of quantity calculations and estimate
- ... Two sets of final design and calculations
- ... Two sets of contract bid documents and specifications
- ... One electronic file of contract bid documents and specifications in Microsoft Word, Excel and PDF format
- ... One electronic file of design drawings in AutoCAD and PDF format

10. Federal/Caltrans Forms – The consultant shall prepare all federal and Caltrans forms and documents required for Project approval, including environmental

clearance, right-of-way certification, authorization to proceed with bidding and construction, etc. Consultant shall also assist the City to secure all needed Caltrans' approvals.

11. Bidding Assistance - The consultant shall assist the City in advertising for bids, and providing plans and specifications in PDF format via email to at least three (3) plan rooms. The consultant shall also provide engineering assistance, as required, to the City during bidding of the Project. The work may include answering questions from prospective bidders, response to requests for information, preparation of addenda to the PS&E during the advertisement period, and providing consultation and interpretation of construction documents.
12. Construction Assistance – The consultant shall develop a project specific Quality Assurance Program (QAP) that complies with Caltrans and City requirements. The consultant shall also attend the pre-construction meeting, provide and incorporate all redline comments prepared by the contractor and Project inspector and prepare on Mylar and in Autocad format Record drawings. The Record drawings shall be provided to the City.

VII. INSTRUCTIONS AND CONDITIONS

A. General Conditions

1. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant in:
 - ...Preparing the proposal and submitting the proposal to the City
 - ...Preparing and participating in City interview process
 - ...Negotiating with City related to this proposal; and
 - ...Any other expenses incurred by consultant prior to an executed agreement
2. Any proposal received prior to the date and time specified above for receipt of proposals may be withdrawn for modification by written request of the proposer. To be considered, however, the modified proposal must be received by the time and date specified in this RFP.
3. Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.
4. Before the award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the award of the contract (or if not awarded, after rejection of all proposals), all proposals will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the proposals confidential will be regarded as non-effective and be disregarded.

5. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the proposals for its own convenience and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.
6. The City encourages DBE utilization and prospective professional service providers are to follow “race-conscious” DBE requirements detailed in Exhibits 10-I and 17-F, which, by reference herein, are made a part of this Request for Proposals. Said race-conscious DBE requirements, including Exhibits, will be incorporated into the Professional Services Agreement. For convenience, examples of all exhibits referenced herein are available at: <http://cityofhighland.org/Downloads/#str17001>. The successful consultant shall use the latest edition of the Caltrans Exhibits located at <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm> .
7. Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, or national origin.
8. Prospective consultants and their sub-consultants listed on the proposal must submit Exhibit 10-K certifying the accuracy of their contract costs and adequacy of their financial management systems. The City shall not award this contract to any Consultant that does not have an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.
9. The protest procedure is intended to handle and resolve disputes related to the contract award for this Project pursuant to Title 49 Code of Federal Regulations Part 18 Section 18.36 (b) (12)(i)-(ii) and the City of Highland policies and procedures. The protesting consultant must exhaust all administrative remedies with the City of Highland before pursuing a protest with a Federal agency.
10. Prospective consultants are encouraged to promptly notify the person designated in Section III of this RFP, in writing, of any apparent inconsistencies, problems or ambiguities in the Scope of Work or any other section of this RFP. If deemed necessary, the City shall issue addenda to clarify such circumstances prior to the final submittal date.
11. Prospective consultants and their sub-consultants are required to pay California State Prevailing Wages for all applicable services. California State Prevailing Wages can be obtained from the Department of Industrial Relations at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm> .

B. Proposal Format and Content

The proposal shall be bound with 8-1/2" by 11" sheet sizes for text and figures and no larger than 11" by 17" sheet sizes for any fold out drawings. The font for text shall be a minimum of 10 pt., "Arial" style; two columns per page. Proposals shall be limited to 15 total single sided pages, excluding outside covers, cover letter, and dividers (which do not contain any promotional or Project-related information).

The proposal shall include the following information:

1. **COVER LETTER** - A brief introduction of the consultant's proposal. Identify team members and their roles on the Project. Include the full mailing address, telephone, and FAX numbers for the prime consultant. Identify the primary contact person and provide their e-mail address.
2. **UNDERSTANDING AND APPROACH** - The consultants understanding of the primary issues and objectives of the Project. Provide the methodology and approach proposed to accomplish the services as defined in the Scope of Work.
3. **SCOPE OF WORK** - A comprehensive description of the activities proposed to complete the Project from preliminary studies through Caltrans' approval for construction bidding. Conform to the Project Schedule shown in Section V of this RFP, and identify all the tasks within each phase needed to achieve the City's objectives. Provide a schedule for the Project that includes milestones for each major task and estimated time frames for review by City and other agencies as appropriate.
4. **PROJECT TEAM** - Describe the Project Team and include an Organizational Chart identifying the Project Manager, Project Engineers, and Support Staff (including those of sub-consultants). Provide resumes for all key personnel proposed for the Project. Describe level of proposed DBE participation.
5. **QUALIFICATIONS AND EXPERIENCE** - Describe the qualifications and experience of the Project team in performing this type of work, particularly those projects involving street, bikeway and pedestrian improvements. Describe the qualifications and experience of the Project team in processing federally funded projects through Caltrans Local Assistance. Include information on projects designed to Caltrans/FHWA standards and specifications under the Active Transportation Program (ATP). Also include information regarding experience of the Project team with the various resource agencies that have approval authority over the projects. For each project listed, provide an agency reference name and phone number that the City may contact to verify the experience cited.
6. **WORK PLAN AND SCHEDULE** - Include a description of how each task of the Project will be conducted, identification of deliverables for each task and implementation schedule. The work plan should include sufficient detail to

demonstrate a clear understanding of the Project. Discuss the consultant team's approach for completing the Project on time and within budget.

7. PROPOSED FEE - A cost proposal shall be provided in a separate, sealed envelope, which will not be opened until the consultant ranking process is complete. The proposed fee shall be based on Caltrans's "Cost plus fixed fee" method. A sample cost proposal (Exhibit 10-H) is attached to the RFP. The total cost will be used as a not-to-exceed fee for the Project. The cost proposal shall be backed up by a breakdown of man- hours and costs for each task identified in the Scope of Work.

C. Consultant Selection Process

Consultant selection will be by the One-Step RFP Method (i.e., proposal followed by interview). A selection committee will be assembled, which will consist of staff from the City of Highland and may include members of other public agencies. The committee will evaluate the written proposals based on criteria listed in Exhibit 10-B (Consultant Evaluation Sheet) and may invite the firms for interviews, which will result in final ranking of the consultants.

After ranking of the consultants, the cost proposal envelopes will be opened and reviewed. A negotiation meeting between the number one-ranked consultant and the City will be arranged for the purpose of determining an agreed fee and scope for the work.

If negotiation of an agreed fee and scope for the work fails with the most qualified consultant, the consultant will be notified that negotiations are terminated, and the negotiating process will begin with the next ranked consultant. The successful consultant will be required to enter into a Professional Services Agreement. A sample of the Professional Services Agreement is available at <http://cityofhighland.org/Downloads/#str17001>.

VIII. SUBMITTAL INFORMATION

Consultants interested in providing services for this Project shall submit a proposal to:

Dennis Barton, Principal Project Manager
City of Highland
27215 Base Line
Highland, CA 92346

All proposals shall be received at the above address no later than 2:00 pm on Thursday, January 11, 2018. Five copies of the proposal and two copies of the cost proposal (in separate, sealed envelope) shall be submitted.