

Request for Proposal  
to provide

**ENGINEERING AND ENVIRONMENTAL SERVICES**  
for the  
**BOULDER AVENUE IMPROVEMENTS PROJECT**  
**(Highland Avenue to Greenspot Road)**  
in the  
City of Highland, CA

Federal Project No. **PNRSL-5449 (033)** / City Project No. **brg04004a**

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**ATTACHMENTS:**

All attachments are available at: <http://cityofhighland.org/Downloads/#brg04004a>

- 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
- PNRS Grant Application
- MSRC Grant Application
- AECOM Bridge Plan (As-Built)
- AECOM Street Plan (As-Built)
- Environmental Documents (Reference)
- Street Plan and Profile Checklist

## I. EVENTS CALENDAR

<b>Proposals Due (Before 5:30 p.m.)</b>	<b>10/12/16</b>
Notice of Shortlist	<b>10/19/16</b>
Consultant Interviews (if necessary)	<b>11/1/16</b>
Contract Award	<b>11/22/16</b>
Notice of Contract Award	<b>11/23/16</b>

## II. INTRODUCTION

The City of Highland is soliciting proposals from qualified engineering consulting firms to provide complete and turnkey engineering and environmental services for the following project:

### **BOULDER AVENUE IMPROVEMENTS PROJECT (Highland Avenue to Greenspot Road)**

The Boulder Avenue Improvements Project (Project) will complete ultimate improvements along approximately two miles of Boulder Avenue from Highland Avenue to Greenspot Road. Boulder Avenue is a primary arterial having a raised center median, four travel lanes and class II bike lanes. The Project includes Federal funding through the Projects of National and Regional Significance (PNRS) category of the SAFETEA-LU, and State funding through the Mobile Source Air Pollution Reduction Review Committee (MSRC) of the South Coast Air Quality Management District (SCAQMD). The services solicited herein include all necessary efforts to provide overall project management; perform environmental analysis; secure environmental clearance; prepare engineering design including all support services such as geotechnical investigations and surveying; obtain Authorization to Proceed with construction (E-76 documents) from Caltrans; provide engineering consultation services during the construction bidding phase; comply with all federal and state grant funding program requirements; and maintain accounting on all invoices for the grant funding programs. Invoices shall be segregated according to each programs funding eligibility as specified in the attached Grant Applications for PNRS and MSRC funds. The successful consultant shall be experienced and well abreast of all current FHWA and Caltrans requirements relating to this type of project, including working knowledge of Caltrans' Local Assistance Procedures Manual (LAPM). The successful consultant will be required to enter into a Professional Services Agreement with the City of Highland.

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

<http://cityofhighland.org/Downloads/#brg04004a>

## **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 **15%** 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. All exhibits referenced are available at: <http://cityofhighland.org/Downloads/#brg04004a>

### **III. INQUIRIES**

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

Carlos Zamano P.E., Assistant Public Works Director  
City of Highland  
27215 Base Line  
Highland, CA 92346  
Fax No. (909) 862-3180  
Phone (909) 864-8732, Ext. 254  
E-mail address: [czamano@cityofhighland.org](mailto:czamano@cityofhighland.org)

### **IV. PROJECT BACKGROUND**

The City of Highland serves as one of the main Gateway Cities within the Inland Empire of San Bernardino County, California, for both commuter and goods movement. State Route 210 runs through the center of the City of Highland and is a vital component of the freeway network linking Los Angeles and San Bernardino Counties. Boulder Avenue (formerly State Route 30) is a regional north-south arterial that runs parallel and serves as an alternative route to State Route 210, connecting the cities of Highland, San Bernardino, and Redlands.

The City of Highland, in cooperation with the California Department of Transportation District 8, and the Federal Highway Administration, recently completed construction of the Boulder Avenue Bridge and Street Improvements Project, which included construction of a new four-lane bridge on Boulder Avenue over City Creek to replace a two-lane bridge and various street improvements from Base Line to Eucalyptus Ave. The construction of the new four-lane bridge has eliminated a previously existing two-lane bottleneck on Boulder Avenue and thus has improved the north-south mobility across the region. Although the construction of the bridge structure and some street improvements were completed, certain components of

the Boulder Avenue Bridge and Street Improvements Project remain unfinished until this date.

The herein proposed Boulder Avenue Improvements Project (Project) will complete the unfinished components of the Boulder Avenue Bridge and Street Improvements Project, and expand the scope and project limits to a two-mile stretch of Boulder Avenue from Highland Avenue to Greenspot Road. Project improvements include, but are not limited to, cold milling existing pavements; pavement overlay and slurry seal applications; construction of raised center medians; landscaping and irrigation in raised center medians and parkways; median drainage; completion of sidewalks/handicap accessibility pathways and multi-purpose trail improvements; installation of bicycle detection systems and way finding signs; construction/retrofitting street lighting systems, trail lighting, bridge lighting and sound wall enhancement including anti-graffiti coatings, and other miscellaneous improvements.

The construction cost, including construction engineering, for this Project is estimated to be \$2,295,000.

## V. PROJECT SCHEDULE

Begin Environmental Process:	12/1/2016
Complete Environmental Process:	9/29/2017
Begin PS&E:	10/2/2017
Complete PS&E:	4/2/2018
Receive E-76 for construction:	7/2/2018
Begin Advertise:	7/9/2018
Award Construction Contract:	7/24/2018
Begin Construction:	8/20/2018
Complete Construction:	6/30/2019

## VI. SCOPE OF WORK

### Phase I – Preliminary Studies

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

1. Preliminary Environmental Assessment Report – Evaluate potential environmental issues, determine probable mitigation requirements, and the likely type of environmental clearance document. For reference, Environmental Documents completed for the Boulder Avenue Bridge and Street Improvements Project are available at: <http://cityofhighland.org/Downloads/#brg04004a>.
2. 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.

Since the proposed improvements for this Project will be constructed entirely within the existing public rights-of-way and there are no known environmental issues, it is anticipated that the environmental clearance for this Project will be a Categorical Exclusion determination for NEPA and a Categorical Exemption determination for CEQA. The consultant shall be proactive and take all necessary steps in securing the Project environmental clearance from Caltrans in a timely manner.

For reference, Environmental Documents completed for the Boulder Avenue Bridge and Street Improvements Project are available at:

<http://cityofhighland.org/Downloads/#brg04004a>

## Phase III – Final PS&E

This phase will consist of the preparation of Plans, Specifications, and Cost Estimates (PS&E), including necessary technical investigations. Services are expected to include, but not be limited to:

1. Specific Scope of Design – The scope of design, as specifically described in this RFP and generally described in the City’s PNRS and MSRC grant applications for this Project, which are available for reference at <http://cityofhighland.org/Downloads/#brg04004a>, shall include, but is not limited to, the following improvements:
  - a. Construct raised center median curb and match-up paving to geometrically match existing medians located along Boulder Avenue within the Project limits, and in conformance with “Best Management Practices” as relates to Water Quality Management at the following locations:
    - Construct a new raised center median between Atlantic Avenue and Pacific Street.
    - Complete construction of the existing raised center median located between Eucalyptus Drive and Webster Street.
  - b. Construct landscape and irrigation that promotes water conservation efforts in conformance with City of Highland Municipal Codes, Section 16.40.390, at the following locations:

- On Boulder Avenue in the new raised center median between Atlantic Avenue and Pacific Street
  - On Boulder Avenue in the existing raised center median and the east and west parkways from the south side of the Boulder Avenue Bridge to Eucalyptus Avenue.
  - On Boulder Avenue in the existing raised center median between Eucalyptus Avenue and Webster Street.
  - On Boulder Avenue in the east parkway from Webster Street to approximately 250' south.
- c. Construct median drainage by grading or other means within the raised center medians, being landscaped as part of the improvements proposed herein, in such a way as to convey irrigation and storm runoff to the drainage systems that currently exist within the medians, including any modifications to the existing drain inlets that may be required. If it is determined that the drainage cannot be conveyed to the existing storm drain inlets, then additional drain pipes or sump drains shall be constructed as necessary.
- d. Construct meandering sidewalks to provide continuity in the pedestrian access network on Boulder Avenue: retrofit approximately thirty existing sidewalk ramps between Highland Avenue and Greenspot Road to current ADA standards, including installation of truncated domes; and modifications to approximately nine existing bus stops within the Project limits to improve handicap accessibility per current Omnitrans standards.
- e. Construct handicap accessibility and lighting improvements at the entrances to the non-motorized-use pathways located on the east and west sides of Boulder Avenue at the City Creek crossing.
- f. Install new, City furnished, LS-3, energy-efficient decorative LED lights on the Boulder Avenue Bridge over City Creek; install new, LS-3, Cobra-Head style LED street light fixtures on both sides of Boulder Avenue between City Creek and Eucalyptus Avenue including street lighting conduit; and convert existing Cobra-Head style HPSV light fixtures to Cobra-Head style LED light fixtures on Boulder Avenue between Greenspot Road and Highland Avenue within the City of Highland.
- g. Construct cobblestone veneer and caps on the existing concrete sound wall pilasters located on the east side of Boulder Avenue north of Eucalyptus Avenue; and apply anti-graffiti coating on the existing sound wall and the portions of the existing bridge that are constructed with architectural features.
- h. Construct pavement rehabilitation on Boulder Avenue from the north end of City Creek Bridge to Base Line excluding the area within the Base Line intersection. The pavement rehabilitation shall consist of cold-milling and construction of asphalt inlay.

- i. Apply slurry seal on Boulder Avenue from the south end of City Creek Bridge to Greenspot Road including the area within the Greenspot Road intersection.
- j. Install in-roadway bicycle detection at six signalized intersections within the Project limits including all bike lane approaches at each signalized intersection within public right-of-way.
- k. Install approximately sixteen bicycle way-finding signs per City standards along Boulder Avenue within Project limits. Sign content will be provided by the City.
- l. Apply thermoplastic pavement striping and markings within Project limits, including travel lanes, bike lanes.

Note that improvements included in Items c through g have been designed by AECOM and the As-Built plans are included in the attachments available at <http://cityofhighland.org/Downloads/#brg04004a>. The City will provide AutoCAD files of these plans to the consultant selected for this Project for their use in preparation of the final PS&E for this Project. Also, certain underground improvements, such as irrigation water mains, electrical conduits, etc. have been installed in place during construction of the Boulder Avenue Bridge and Street Improvements Project.

The consultant shall perform constructability review of existing plans designed by AECOM and, if necessary, provide modifications before preparing and producing a set of buildable and biddable construction documents that combines its own and AECOM's design work.

- 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 PNRS and MSRC Grant Applications. Each invoice submitted shall be for work performed beginning on the 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 - The consultant shall provide all topographical and land surveying services required to prepare maps, plans, and other documents needed for the Project.
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 available at <http://cityofhighland.org/Downloads/#brg04004a>, the consultant shall prepare final PS&E for all street improvement plans and profiles including removals, utility relocations and adjustments, asphalt pavement widening, curb and gutter, sidewalk, driveway modifications, traffic signal modifications, bicycle detection systems and way finding signage, streetlight modifications, landscaping and irrigation modifications, signing/stripping, and construction 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, 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 for review by the City. 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:

- ...One set of original plan tracings on Mylar
- ...One set of plan prints
- ...One set of quantity calculations and estimate
- ...One set of final design and calculations
- ...One set of contract bid documents and specifications
- ...One electronic file of contract bid documents and specifications in Microsoft Word and Excel format
- ...One electronic file of design drawings in AutoCAD 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 to at least three (3) plan rooms. Provide 25 copies of plans and specifications for bidding. 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 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 the 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. Exhibits are available at <http://cityofhighland.org/Downloads/#brg04004a>.
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. Proposals shall be limited to 20 total 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 the e-mail address.
2. UNDERSTANDING AND APPROACH - The consultant's 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 and landscaping improvements. Include information on projects designed to Caltrans/FHWA standards and specifications under the Projects with National and Regional Significance (PNRS). 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 City staff 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/#brg04004a>.

### **VIII. SUBMITTAL INFORMATION**

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

Carlos Zamano, Assistant Public Works Director  
City of Highland  
27215 Base Line  
Highland, CA 92346

All proposals shall be received at the above address no later than 5:30 pm on Tuesday, October 12, 2016. Five copies of the proposal and two copies of the cost proposal (in separate, sealed envelope) shall be submitted