



PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

REQUEST FOR QUALIFICATIONS (RFQ)

TO DEVELOP A

**TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR
PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMITS AND
DENHOLM DRIVE FROM PARKWAY DRIVE TO DURFEE AVENUE**

JANUARY 22, 2020

IMPORTANT DATES

RFQ ISSUED	JANUARY 22, 2020
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	FEBRUARY 14, 2020
RELEASE OF INFORMATION REQUESTED	FEBRUARY 19, 2020
STATEMENT OF QUALIFICATIONS (SOQ) DUE DATE/SUBMISSION DEADLINE: 5:00 PM	FEBRUARY 27, 2020
ANTICIPATED AWARD DATE	APRIL 2020
APPROXIMATE START DATE	APRIL 2020

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EXHIBIT A – SAMPLE PROFESSIONAL SERVICES AGREEMENT

1.0 Background

The City of El Monte (hereafter referred to as the “City”), the hub of the San Gabriel Valley, is located approximately 12 miles east of downtown Los Angeles. The City is the ninth largest city in Los Angeles County with a population of approximately 115,800 residents. The City encompasses two (2) primary watersheds – San Gabriel River (approx. 1,577 acres) and Los Angeles River (4,548 acres) and the tributary area of Legg Lake to the south. The City occupies approximately ten square miles and is primarily built-out, with a few remaining undeveloped parcels. The City is mostly residential, with a mixed use of commercial businesses and a minor number of industrial parcels. The City was incorporated in 1912 as a general law city and operates under the Council/Manager form of government. The City is governed by a five-member City Council and is administered by the City Manager.

The Public Works Engineering Department utilizes outside consultants to supplement their in-house capabilities. The City of El Monte is requesting Statement of Qualifications (SOQ) and a sealed hourly rate fee schedule to develop a **Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue.**

2.0 Scope of Services

Prospective firms should have significant experience, expertise, and familiarity in working with public agencies to provide the service(s) submitting their SOQ(s) for. In addition to specific services identified in this RFQ, it is the intent of the City that the selected firm(s) will provide additional related support, as needed, based on an approved schedule of hourly rates or prior negotiated project specific fees.

The Scope of Work, as may be modified through negotiation and/or by written addendum issued by the City, will be made a part of the Agreement. The selected firm will be expected to furnish all personnel, materials, equipment and incidentals, to provide the services as generally described below.

Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue

The City of El Monte is seeking consultant services to develop a traffic calming plan for Parkway Drive and Denholm Drive, that shall include a Class IV Bike Lane. Parkway Drive is a very wide residential street that is located in the southeast section of the City. The roadway is approximately 60 feet wide and is currently striped for one lane in each direction with on-street parking permitted on both sides of the street. Parkway Drive between Denholm Drive and the south city limit is about 1.1 mile in length with existing speed humps on the entire reach. There is a high school located at the north end of Parkway Drive at Denholm Drive. Similarly, Denholm Drive is a residential street with a curb to curb width of approximately 60 feet, striped for one lane in each direction with parking permitted on both sides of the street. The reach of Denholm Drive between Parkway Drive and Durfee Avenue is approximately 1,200 feet in length with existing speed humps.

It is the intent of the City of El Monte to remove the existing speed humps, implement a Class IV Bike Lane and other neighborhood traffic calming measures, as deemed appropriate, on Parkway Drive and Denholm Drive. It is the goal of this project to improve safety for all roadway users, improve conditions for non-motorized modes of travel thereby promoting pedestrian, cycle and transit use, improve neighborhood connectivity and livability, improve the comfort of non-motorized users and help reduce the negative effects of motor vehicles on the environment.

It is anticipated that this project will be performed in two phases. The first phase would involve the development of the concept/schematic plans for Parkway and Denholm Drives, followed by community outreach and consensus building of the various stakeholders. The second phase would involve finalizing the selected design and preparation of the final plans, specifications and cost estimate.

The consultant's scope of work under this item generally includes, but is not limited to the following:

Phase I – Concept Design and Community Outreach/Consensus Building

- Kick-Off Meeting with City Staff
- Data Collection and Field Observations
- Develop Concept/Schematic Plans for Parkway Drive and Denholm Drive Traffic Calming and Class IV Bike Lanes – Minimum of three (3) Fully Developed Alternatives for City Review and Approval
- Develop Cost Estimate for Each Fully Developed Alternative
- Perform Community Outreach and Consensus Building
 - Identify stakeholders – adjacent neighborhood, school(s), businesses, public and private entities, etc.
 - Coordinate and conduct an outreach meeting(s) to present the traffic calming/bike lane plan alternatives to the community
 - Prepare all meeting materials – meeting notices, agenda, presentation displays, handouts, meeting minutes, etc.
 - Prepare a report for the City on the results of the community meeting and consensus building efforts and provide a design recommendation based on these results
- Develop a Final Draft Concept/Schematic Plan of the selected Parkway Drive and Denholm Drive Traffic Calming and Class IV Bike Lane Plan

Phase II – Develop the Final Design and Prepare the Plans, Specifications and Estimate for the Parkway Drive and Denholm Drive Traffic Calming and Class IV Bike Lane Plans

- Prepare Final Concept Design for City Review and Approval
- Prepare the Final Plans, Specifications and Estimate

3.0 Qualification Format

All firms shall include the following information and comply with the associated page limit restrictions and one limited to 20 pages or less. Note that one (1) page includes the front side of an 8.5"x11" sheet of paper and the cover does not constitute a page.

- 1) Cover Letter.** Maximum 1-page cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the firm and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS AND ACKNOWLEDGE RECEIPT OF ALL

ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.

- 2) **Proposer's Background.** Maximum 2-page background on the proposer and its area(s) of professional expertise relevant to this RFQ. An additional one (1) page may be included to highlight the background of each proposed sub-consultant to be used by the firm and the specific task(s) or functions the sub-consultant will perform.
- 3) **Qualifications and Experience of Proposer's Personnel.** Summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFQ on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with program management of a similar magnitude and nature. Proposers shall provide identical information for all sub-consultants' performing any of the tasks or services contemplated under this RFQ on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with similar programs and the experience of individuals on your proposed team. Show how your experience relates to the demands of the services to be provided. Professional licenses in the consultant's specific discipline relative to the discipline the SOQ(s) being submitted is required.
- 4) **Project Approach.** The firm shall explain the way in which the firm will timely complete all of the tasks called for under the RFQ. Include a brief overview of the Consultant's understanding of the program. The content will reflect the particular viewpoint of the Consultant.
- 5) **Proposed Personnel.** Resumes for the project manager and 1-page resume for each of the other key personnel, including sub-consultants, which will be performing the majority of the work on this contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this program. The designated Project Manager (where occurs) shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.
- 6) **Quality Assurance/Quality Control Procedures.** Brief description of the consultant's approach to implementing a Program-specific Quality Control approach. The Proposer shall describe the firm's policies and procedures for assuring high quality work, including monitoring of any proposed sub-contracts. Identify the QA/QC manager and his qualifications.
- 7) **References.** Each firm must include at least three public agency references going back no more than five (5) years from the issuance of this RFQ in which the firm was engaged to perform tasks similar to those requested under this RFQ. References should place an

emphasis on past programs in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer's work with contact information.

8) Fee/Rate Schedule. A detailed all-inclusive schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific shall clearly identify an hourly rate schedule for the proposed staff. The rate schedule shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a prime consultant contemplates the use of sub-consultants to perform any one or more of the above described tasks on the proposer's behalf, the firm shall include a List of Sub-consultants identifying all sub-consultants and state the fee for each sub-consultant in the Fee Schedule. In so far as the firm's qualifications contemplates an increase in compensation rates or charges during the term of the portion of the PSA or any extension term, the firm shall clearly indicate when such increases will take effect and by how much.

- a. The Fee/Rate Schedule shall be delivered in a separate sealed envelope which is plainly marked on the outside **"REQUEST FOR QUALIFICATIONS TO DEVELOP A TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT AND DENHOLM DRIVE FROM PARKWAY DRIVE TO DURFEE AVENUE TO PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION"**. The envelope shall contain the name and address of the consultant clearly marked on the outside.

The City reserves the right to delete specific task(s).

4.0 Evaluation Criteria

Each firm shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the program, Fee/Rate Schedule and compliance with the RFQ requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

- 1) Expertise, Experience & Training Plus Prior Contracting History (40%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.
- 2) Project Approach (40%)** – The proposer's responsiveness in addressing the City's specific needs.

- 3) Fee/Rate Schedule (10%)** – The proposed compensation structure (inclusive of hourly rates of compensation, pass through costs and sub-consultant costs) for the performance of the Scope of Service as outlined in Section 2.
- 4) Compliance with RFQ (10%)** – The ability of the proposer to comply with all instructions set forth under this RFQ as well as the proposer’s ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

5.0 Selection Process

A selection committee, comprised of City staff will review the qualifications. Firms will be ranked on qualifications and the selection committee may choose to interview several of the top ranked firms. However, at its sole discretion the selection committee may dispense with interviews and select proposer/multiple proposers to provide the required services.

6.0 Qualification Requirements

SOQ must be submitted using the following methods: Four (4) printed copies of your SOQ must be received prior to the Submission Deadline. SOQ shall be submitted to the following address:

**City of El Monte – City Hall West
Department of Public Works – Engineering Division
11333 Valley Boulevard
El Monte, CA 91731-3293**

**ATTN: Braden Yu
Public Works Director**

Subject: REQUEST FOR QUALIFICATIONS TO DEVELOP A TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT AND DENHOLM DRIVE FROM PARKWAY DRIVE TO DURFEE AVENUE TO PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION

SOQ may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. SOQ must be received by or before the Submission Deadline. SOQs that are deposited with an overnight courier or post marked prior to the Submission Deadline but received after the Submission Deadline will not be considered by the City. Submitted SOQs shall be maintained as confidential records of the City up to the Submission Deadline. Firms may withdraw, modify and/or resubmit a SOQ prior to the Submission Deadline but not after. Firms shall be bound to the terms of their SOQ following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined

that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the firms to correct them.

- 1)** Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the SOQ; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFQ. The City is not liable for any costs incurred by firms submitting their SOQ in response to this RFQ. Whether or not a firm is awarded a contract pursuant to this RFQ, no firm shall be entitled to reimbursement for any costs or expenses associated with the firm's participation in this RFQ process.
- 2)** Late SOQs will not be considered.
- 3)** The City reserves the right to reject any and all SOQs received as a result of this RFQ. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the Fee/Rate Schedule. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which firm(s) are best for the City.
- 4)** The City reserves the right to cancel or modify this RFQ. There is no guarantee that the City will award contract.
- 5)** The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFQ.
- 6)** Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted SOQs available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a SOQ is legally privileged under the California Public Records Act. By submission of a SOQ, proposers acknowledge and agree that their SOQ and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- 7)** The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.

- 8)** The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFQ and any other criteria the City, in its sole discretion, deems pertinent.
- 9)** By the submission of a SOQ, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit A, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer's objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the SOQ the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their RFQ. A firm's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which firms will serve the best interest of the City when all other factors are taken into account.
- 10)** All SOQs must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFQ and with written permission granted by the City.
- 11)** All questions or requests for clarification shall be submitted via email to Steven L. Wright, Project Manager at swright@interwestgrp.com by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the City's website (www.ci.el-monte.ca.us) by the RELEASE OF INFORMATION REQUESTED DATE.
- 12)** If it becomes necessary to revise any part of this RFQ, an addendum will be posted on the City's website. It shall be the sole responsibility of the proposer to check for any addendums to the RFQ that may be issued by the City.
- 13)** It is the responsibility of potential firm to be thoroughly familiar with the scope of services to be performed under this RFQ.
- 14)** The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.

15) Proposers may withdraw their SOQ prior to the Submission Deadline.

EXHIBIT A