



DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSALS (RFP)

FOR PROFESSIONAL DESIGN SERVICES

FOR THE DESIGN OF

SANTA ANITA AVENUE ACTIVE TRANSPORTATION FOR

EL MONTE STATION AND DOWNTOWN EL MONTE

GRANT ID# MX201407.

IMPORTANT DATES

RFP ISSUED	March 23, 2020
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	April 6, 2020
RELEASE OF INFORMATION DATE	April 10, 2020
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 5:00 PM	April 13, 2020
AWARD DATE	May 2020
APPROXIMATE START DATE	May/June 2020

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1.0 Overview

The City of El Monte (“City”) is located in the central part of the San Gabriel Valley. The third-largest incorporated city in the San Gabriel Valley, El Monte, has approximately 114,000 residents in a total area of 9.65 square miles. The resulting population density is 11,816 people per square mile. El Monte is bordered by the San Gabriel River and Interstate 605 (I-605) to the west, Temple City to the north, Rosemead to the west, and South El Monte to the south. The Interstate 10 (I-10) freeway bisects the city from west to east. The El Monte Bus Station (serving 22,000 passengers daily) and nearby El Monte Metrolink station are key transportation destinations. Both the Rio Hondo and San Gabriel River Bike Paths, along with Peck Road Park and Arceo Park, draw large numbers of bicycle riders and others.

In November 2014, the City partnered with four other cities – San Gabriel, Monterey Park, Baldwin Park, and South El Monte – to release a regional bicycle master plan in the San Gabriel Valley. The San Gabriel Valley Regional Bicycle Master Plan (“SGV Bicycle Master Plan”) is intended to guide the development and maintenance of a comprehensive bicycle network and set of programs within the partnered cities. There are currently no bikeways within the City or the Project vicinity. The SGV Bicycle Master Plan incorporates the Downtown El Monte Specific Plan and Master Plan. The bikeways that will be installed as part of this project are consistent with those plans and is ranked by the SGV Bicycle Master Plan as a high priority due to its potential linkage to existing and future regional bikeways in the San Gabriel Valley, activity centers, and connectivity to multi-modal transportation centers.

The project includes pedestrian and bicycle safety, connectivity, and wayfinding improvements along Santa Anita Avenue to encourage more bicycling and walking to the El Monte Station and Downtown El Monte, and make the corridor safer for active transportation modes given the high auto and bus traffic volumes. The Project will also help to better connect the transit and land uses, including the El Monte Station, west of Santa Anita Avenue, with the transit and land uses east of Santa Anita Avenue, including Metrolink. Santa Anita Avenue is a major transportation spine in the City. The Project is intended to facilitate modal crossings and reduce the hazards of modal conflicts. The City was awarded funds from the Metro Call for Projects.

The City is soliciting proposals from qualified and experienced proposers to secure civil engineering design services for the preparation of plans, specifications, and cost estimates (PS&E) and related construction documents, and to provide construction support services. The plans and cost estimates will be comprehensive for all improvements proposed on the Project’s Scope of Services (Refer to Attachment “A” Scope of Services).

2.0 Scope of Services

The City is seeking a qualified proposer to provide technical professional services related to the design of the Project. The proposer applying should have significant experience in preparing plans, specifications, cost estimates, and obtaining any required permits for these types of projects. The objective of the project is to complete the design and secure approval of all plans, specifications, estimates, and permits from all applicable agencies in order to immediately thereafter advertise, bid, and award a construction contract.

The following tasks are identified for the scope of services:

Task 1 – Have an initial scoping meeting with the City to finalize the specifics of the Project in accordance with the Scope of Services. Perform Utility Research/Other Research and Coordination. Conduct required surveys/design surveys and prepare a detailed base map for use in developing design plans. In summary, this task shall include the following services:

- 1) Meetings (number of meetings):
 - a. Scoping/Kick-off (2)
 - b. Utility Company (2)
 - c. Stakeholders - Final Design (2)
 - d. Outreach Meetings/ Workshops (2)
 - e. City Council (2)
 - f. City Staff (5)
- 2) Develop and maintain Project Schedule for Approval based on City approval process and grant restrictions
- 3) Research, Survey, and Base Map preparation
- 4) Perform public outreach, agency coordination and marketing

Task 2 – Develop all design plans based on Task 1. Project Plans: Prepare design plans for the construction of improvements identified in the Scope of Services.

Upon completion of Base Map, conduct a second scoping meeting with City to discuss any deviation from the initial scoping meeting / approved Conceptual Plan that may be required based on information obtained during Task 1.

Design Services shall follow and include Schedule and Schedule Control covered under Section 3, Item 8. Additionally, the scope of professional services shall include coordination with all applicable regulatory agencies and outside utility companies if required for the design, execution, and completion of this project. Allow 3 weeks for each City review. Plans shall be submitted at the following stages of completion for City review and comment: 50%, 95%, 100% (Final).

Task 3 – Project Specifications at 50%, 95%, and 100% submittal: Prepare specifications in conformance with the current Standard Specifications for Public Works Construction (Greenbook) and other applicable agency standard plans, specifications, and guidance documents in order to obtain plan approval. Provide the required permits, standards, and reference materials to be included in the City’s standard contract documents. Every item of work must be fully covered, including a measurement clause and a payment clause.

Task 4 – Construction Estimate: Prepare an engineer’s construction estimate for the designed Project at the 50% submittal and 100% submittal. Cost estimates shall have quantities and unit prices with back-up calculations for all quantities. The consultant shall verify current unit prices at the time of final plan approval.

Task 5 – Permitting and Regulations: Develop and manage the approval process for all required permits and environmental documents. The consultant shall observe all laws, rules, and regulations concerning environmental permitting, and the scope of professional services shall include all steps necessary in the project development and permitting process to fully entitle the project to move into the construction phase.

- 1) Document, design, and incorporate environmental requirements (i.e., CEQA documentation, etc.), mitigation measures, NPDES requirements (including adherence to MS4 LID requirements), BMPs, air/water quality, and erosion/sediment control into the Project construction documents as required.
- 2) Provide a signed check-off list certifying that all environmental clearances/permits have been completed, and all mitigation measures have been incorporated into the PS&E prior to the advertisement of the project for construction.
- 3) Proposers shall incorporate all federal, state, and local laws, rules, and regulations concerning public works as applicable. The deliverables provided to the City shall conform to those regulations to ensure a complete and conforming project. The consultant and its subconsultants shall comply with Public Contract Code Section 10120 in the preparation of full, complete, and accurate PS&E.

Task 6 – Construction Support Services: Provide engineering services prior to, during, and the following construction, including:

- 1) Attend a pre-construction meeting and provide clarification of contract documents as needed.
- 2) Assist the City with Request for Information responses.
- 3) Provide a review of the Contractor’s submittals for conformance with the contract documents.

- 4) Subsequent to completion of construction, the consultant shall provide Mylar plots of revised drawings incorporating all as-built revisions clouded and noted in the revision block using the Contractor's record red lines. The Project drawings should be stamped "Project Record Drawings." Transmit original Mylar Record Drawings and two CDs containing all project drawings, including AutoCAD files as well as PDF versions.

All data, documents, and other products used or developed during the project will become the property of the City.

3.0 Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. Note that 1-page includes the front side of an 8.5x11 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 proposer 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 proposer and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL 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 RFP. An additional 1 -page may be included to highlight the background of each proposed sub-consultant to be used by the proposer and the specific task(s) or functions the sub-consultant will perform.
- 3) Qualifications and Experience of Proposer's Personnel. Maximum 3-page summary of the relevant experience, work history, training, education, and specialized certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subconsultants' performing any of the tasks or services contemplated under this RFP 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 projects, and the experience of individuals on your proposed team. Show how your experience relates to the demands of this project.
- 4) Project Approach. Maximum 3-page summary of the proposed approach to completing this project. The proposer shall explain the way in which the proposer will timely complete all of the tasks called for under the RFP along with an estimate of the time it will take to complete each task. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- 5) Proposed Personnel. Maximum 2-page resume for the project manager and 1-page resume for each of the other key personnel, including subconsultants, which will be performing the majority of the work on this project/contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project. The designated Project Manager 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. Maximum 1-page brief description of the consultant's approach to implementing a Project-specific Quality Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e., engineering discipline review, coordination review, constructability review, QA/QC control review, etc.).
- 7) References. Each proposal must include at least 3 public agency references going back at not more than five (5) years from the issuance of this RFP in which the proposer was engaged to perform tasks similar to those requested under this RFP. References should place emphasis on past projects in which the personnel to be used by the 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.
- 8) Schedule and Schedule Control. A maximum 2-page schedule detailing when the specific Tasks will be completed. Proposers should factor in additional time that may be required due to reasonably foreseeable types of delays. The proposal shall identify all critical task sequencing and critical paths required to ensure that the work is timely and completely completed. The Consultant shall submit a detailed project schedule outlining the tasks, activities, deliverables, milestones, and duration required for the completion and submission of each of the deliverables identified in the Scope of Services. The schedule shall also factor in reasonable review and feedback periods for draft deliverables by City staff as well as any and all legally mandated review and comment period, including those that may be required by third party regulatory agencies.
- 9) Fee Schedule/Cost Proposal. Maximum 3-page detailed cost estimate for performing specific Tasks identified in the RFP and a schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific cost estimate shall include an estimate of the number of hours per staff member by the proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing specific services identified in Tasks 1 through 6 (e.g., flat lump sum or hourly rate structure) for each Task. The proposal shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e., Reimbursement expenses). To the extent that a proposal contemplates the use of subconsultants to perform any one or more of the above-described tasks on the proposer's behalf, the proposal shall include a List of Subconsultants identifying all subconsultants and state the fee for each sub-consultant in the Fee Schedule under the appropriate Task under which the service will be provided. In so far as the proposer's proposal contemplates an increase in compensation rates or charges prior to the completion of Tasks 1 through 6, and during the term of the portion of the PSA or any

extension term, the proposal shall clearly indicate when such increases will take effect and by how much.

- a. The Fee Schedule/Cost Proposal shall be delivered in a separate sealed envelope, which is plainly marked on the outside "Santa Anita Avenue Active Transportation - Grant ID# MX201407" and addressed to the above-mentioned location. 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 proposal 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 project, cost, proposed schedule, and compliance with the RFP 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 (25%)** – 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 developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- 3) Cost (15%)** – The proposed compensation structure (inclusive of hourly rates of compensation, pass-through costs, and sub-consultant costs) for the performance of Tasks 1 through 8, inclusive of its proposed not-to-exceed sum. The proposers proposed strategy for containing costs incurred by City while still meeting the objectives and standards set forth under the RFP.
- 4) Schedule (10%)** – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated under the RFP.
- 5) Compliance with RFP (10%)** – The ability of the proposer to comply with all instructions set forth under this RFP 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 proposals. Proposals will be ranked on qualifications, and the selection committee may choose to interview several of the top-ranked proposers. However, at its sole discretion, the selection committee may dispense with interviews and select a proposer to perform the work.

6.0 Proposal Requirements

Proposals must be submitted using the following methods:

Three (3) printed copies of the proposal must be received prior to the Submission Deadline.

Proposals shall be submitted to the following address:

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

ATTN: Branden Yu, P.E.
Public Works & Utilities Director

Subject: RFP – Santa Anita Avenue Active Transportation Grant ID# MX201407.

Proposals may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. Proposals must be received by or before the Submission Deadline. Proposals that are deposited with an overnight courier or postmarked prior to the Submission Deadline but received after the Submission Deadline will not be considered by the City.

Submitted proposals shall be maintained as confidential records of the City up to the Submission Deadline. Proposers may withdraw, modify and/or resubmit a proposal prior to the Submission Deadline but not after. Proposers shall be bound to the terms of their proposal 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 proposer to correct them.

- 1) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- 2) Late proposals will not be considered.

- 3) The City reserves the right to reject any and all proposals received as a result of this RFP. 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 lowest cost proposal. 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, price, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- 4) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award the 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 RFP.
- 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 proposals 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 proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal 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 RFP and any other criteria the City, in its sole discretion, deems pertinent.
- 9) By the submission of a proposal, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit 1. By submission of a proposal, each proposer agrees to execute a PSA with the City in the form attached hereto as Exhibit 1, 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 the added cost, the proposer shall indicate in the proposal 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 proposal. A proposer'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 proposal will serve the best interest of the City when all other factors are taken into account.

- 10) All proposals 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 RFP and with written permission granted by the City.
- 11) All questions or requests for clarification shall be submitted via email to Jimmy Chung, Senior Civil Engineer, at jchung@elmonteca.gov by March 31, 2020. All questions received by March 31, 2020 deadline will be addressed and posted on the City's website (www.ci.el-monte.ca.us) by April 7, 2020.
- 12) If it becomes necessary to revise any part of this RFP, 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 RFP that may be issued by the City.
- 13) It is presumed that each proposer has read and is thoroughly familiar with the Scope of Services to be performed under this RFP.
- 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 proposal prior to the Submission Deadline.