



**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

**REQUEST FOR PROPOSALS (RFP)
FOR
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES**

FOR THE

**PECK ROAD AND SANTA ANITA AVENUE TRAFFIC SIGNAL IMPROVEMENTS
CITY PROJECT NO. 040, PROJECT NO. HSIPSL-5210 (030)**

**GARVEY AVENUE TRAFFIC SIGNAL AND PEDESTRIAN IMPROVEMENTS
CITY PROJECT NO. 070, PROJECT NO. HSIPSL-5210 (031)**

June 2022

IMPORTANT DATES

RFP ISSUED	June 13, 2022
REQUEST FOR INFORMATION DEADLINE: 5:00PM	June 20, 2022
RELEASE OF INFORMATION REQUESTED	June 23, 2022
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 5:00 PM	June 30, 2022
SELECTION DATE	July 19, 2022
APPROXIMATE START DATE	August 10, 2022

**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE TRAFFIC DESIGN SERVICES FOR:**

**PECK ROAD AND SANTA ANITA AVENUE TRAFFIC SIGNAL IMPROVEMENTS
CITY PROJECT NO. 040, PROJECT NO. HSIPSL-5210 (030)**

**GARVEY AVENUE TRAFFIC SIGNAL AND PEDESTRIAN IMPROVEMENTS
CITY PROJECT NO. 070, PROJECT NO. HSIPSL-5210 (031)**

Table of Contents

1. OVERVIEW	2
2. PROJECT BACKGROUND/PROJECT DESCRIPTION	3
3. SCOPE OF SERVICES.....	4
4. PROPOSAL FORMAT	7
5. EVALUATION CRITERIA.....	9
6. SELECTION PROCESS	10
7. PROPOSAL REQUIREMENTS.....	10
8. INSURANCE REQUIREMENTS	13

ATTACHMENT A – PROJECT LOCATION MAPS

ATTACHMENT B – STANDARD PROFESSIONAL SERVICES AGREEMENT

1. Overview

The City of El Monte, County of Los Angeles, State of California (“City”) is soliciting proposals for Professional Civil Engineering Design Services for the **PECK ROAD AND SANTA ANITA AVENUE TRAFFIC SIGNAL IMPROVEMENTS; and GARVEY AVENUE TRAFFIC SIGNAL AND PEDESTRIAN IMPROVEMENTS** (Project). Services include but are not limited to the preparation of engineering plans, specifications, and cost estimates (PS&E) associated with these projects.

Project Scope

Project 1: Peck Road and Santa Anita Avenue Traffic Signal Improvements

Project 2: Garvey Avenue Traffic Signal Improvements

These projects are funded by Highway Safety Improvement Project (HSIP) and Local Funds. City desired to provide traffic signal improvements to eighteen (18) signalized intersections along Peck Road, twelve (12) signalized intersections along Santa Anita Avenue, seven (7) signalized intersections along Garvey Avenue and seven (7) signalized intersections along Durfee Avenue (Vicinity Map Attached). These recommended improvements were based on the City’s Systematic Safety Analysis Report. SSAR Report can be found here: <https://pbsystem.planetbids.com/portal/43375/bo/bo-search>

The goal of the project is to improve signal equipment and provide signal upgrades to enhance safety along the corridor intersections. The proposed scope of the projects includes, but not limited, to the following improvements:

- Replacement of all traffic signal heads to 12-inch LED Vehicle Heads,
- Upgrade all Back Plates and Mountings with retroreflective bordered backplates
- Upgrade to LED Countdown Pedestrian Heads and APS Pedestrian Push Buttons.
- Add Battery-Backup to all signals and upgrade cabinet/foundation as needed (Local Funds)
- Upgrade all crosswalk striping to continental crosswalk and re-stripe all legs of the intersection

Garvey Avenue Pedestrian Improvements

This project is funded by Highway Safety Improvement Project (HSIP). City desires to provide safer pedestrian crossings by installing Rectangular Rapid Flashing Beacons (RRFB), high visibility signage and striping, “Z” or staggered crossings and ADA curb ramps at the following four uncontrolled crosswalks:

- Garvey Avenue and Edwards Avenue
- Garvey Avenue and Gage Avenue
- Garvey Avenue and Nevada Avenue
- Garvey Avenue and Consol Avenue

Design Considerations

The consultant shall address the following items as part of the project design:

1. Minimize construction impacts to shops/businesses: The Consultant shall evaluate, consider, and recommend appropriate measures to reduce businesses interruption.
2. Minimize traffic impact during construction: Peck Road, Garvey Avenue and Durfee Avenue are classified as a major arterial street.
3. ADA: The Consultant shall evaluate, consider, and address existing ADA deficiencies be addressed in accordance with ADA regulations. Curb ramps shall provide site specific designed showing existing and proposed grades to verify ADA slope compliance for Project 2.
4. Vision Zero concepts should be considered for the design of pedestrian crossing (refuge island, pedestrian barriers, “Z” crossings, etc.). City’s Adopted Vision Plan can be found here: <https://pbsystem.planetbids.com/portal/43375/bo/bo-search>

All services performed by the consultant, or any sub-consultant shall be provided in a manner consistent with the level of care and skill exercised by members of the consultant’s or the respective sub-consultant’s profession. Such services shall be performed under the direct supervision of qualified and experienced personnel.

2. Project Background/Project Description

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 City was awarded two projects through the HSIP Cycle 10 Program. These projects are subject to local, state, and federal regulations and procurement requirements. The total project budgets are \$1,756,000(1) and \$1,208,300(2). The selected consultant is expected to begin design in August 2022 and be completed by March 2023.

3. Scope of Services

The City is seeking a consultant to provide professional civil and traffic engineering design services for the Projects. See Attachment A for the Project Location Maps.

The selected design team will also be responsible to coordinate and incorporate two (2) complete Traffic Signal/Pedestrian Improvement projects as part of the construction bid documents.

The scope of work that consultants will include at a minimum in their proposal shall consist of, but not be limited to the following tasks. Proposers are encouraged to add to these tasks as deemed necessary.

Task 1 – Preliminary Research & Investigation

- **Task 1a – Topographical Survey:** The consultant shall provide a topographical survey of each non-ADA complaint curb ramp.
- **Task 1b – Utility Research & Coordination:** The consultant shall research all existing utility infrastructure including franchise utilities. They shall identify all utilities that may be impacted by the Projects, including research of the Prior Rights to clearly identify parties responsible for relocation of applicable utilities. The consultant shall provide the City with verification of utility company review of design plans and/or verification of utility research. The consultant shall maintain a log and take the lead for utility coordination with the City and third-party utility companies.

Task 2 – Preliminary Design (50% and 80% PS&E)

- **Task 2a – Preliminary Traffic/Pedestrian Improvement Plans:** The consultant shall prepare preliminary Traffic/Pedestrian Improvement Plans based on project scope. The consultant shall be mindful of constructability for all improvement recommendations. The consultant shall design each curb ramp per actual conditions based on topographic survey and field observations. Concrete improvements still comply with the APWA and Caltrans Standard Plans. The project is anticipated to be built in one phase. Plans shall be prepared on the City's standard title block and shall include a cover sheet, plan views, topographic elevations, public right-of-way lines, and house numbers, typical sections, and construction details. Plans shall be shown at a scale of 1" = 20'.
- **Task 2b – Preliminary Striping Plans:** The consultant shall prepare preliminary striping & signage plans. Preliminary striping & signage plans shall be modified to accommodate the new RRFB design. Plans shall include striping details, painted curb length, and placement of traffic signs per MUTCD Standards. Plans shall be shown at a scale of 1" = 40'.

All striping and pavement markings shall be in thermoplastic; and all continental crosswalk standards shall be high visibility continental design per MUCTD and City Standards.

- **Task 2c – Preliminary Project Specifications:** The consultant shall prepare the Special and Technical Provisions which shall be incorporated into the City's standard boilerplate. Special and Technical Provisions shall be in accordance with the latest editions of the Standard Specifications for Public Works Construction (Greenbook), Caltrans Standard Plans and Specifications, and California Manual on Uniform Traffic Control Devices (CA MUTCD). The consultant is required to provide traffic control plans, if needed. **The Bid Schedule shall be prepared as two (2) separate bid schedules with a total base bid.**
- **Task 2d – Preliminary Engineer's Estimate:** The consultant shall prepare two (2) separated engineer's estimates for each at each submittal milestone for the City's review for each project. The estimate will incorporate unit prices for the various items of work and will clearly define the items of work and identify participating vs non-participating work. The construction will be funded with HSIP State and Local funds. The consultant shall prioritize, recommend the most critical improvements, and provide alternatives to meet Projects budget.
- **Task 2e – Meetings with City Staff:** The consultant shall meet with City staff for an initial kick off meeting, monthly project progress meetings, and during the 50% and 80% submittals to discuss areas of concern, proposed recommendations, establishing general guidelines, and for overall coordination. Two (2) sets of hard copies of the PS&E shall be provided at 50% and 80% submittal meeting as well as electronic files.
- **Task 2f – Right of Way Entry:** The consultant shall determine the locations where Right of Way (ROW) Entry needs to be established. Consultant shall coordinate with Project Manager or Construction Manager to obtain property owner's approval and signatures of ROW Entry Forms prior to the completion of the design.
- **Task 2f – Utility Coordination:** The consultant shall submit preliminary design plans to all affected Utility agencies for review and comments.

Task 3 – Final Design (95% and 100% PS&E)

- **Task 3a – 95% PS&E:** The consultant shall incorporate all City comments and concerns from the Preliminary Design phase and meet with City staff to review the final design. Two (2) sets of hard copies of the PS&E shall be provided at this meeting as well as electronic files
- **Task 3b – 100% PS&E:** Once the consultant has addressed all final review comments, the following deliverables shall be provided to the City:

1. Final drawings;
 - a. One set of mylars stamped and signed by the Engineer of Record
 - b. Electronic files in AutoCAD format
 - c. Copies of all plans in PDF format
 - d. Copy of surveyor's digital control points
2. Project specifications on City's standard boilerplate.
 - a. One hard copy set stamped and signed by the Engineer of Record
 - b. Electronic files in Word and PDF format
3. Engineer's estimate.
 - a. One hard copy set
 - b. Electronic files in Excel and PDF format
4. Copy of utility research documents (as-built plans and request letters).
5. Final Utility Research Log.

Task 4 – Public Outreach: The Consultant shall initiate public outreach activities in order to address concerns from local businesses, residents, and other stakeholders affected by construction. Public outreach will be necessary to receive feedback from the community in order to strategize ways to minimize the impact of construction. The consultant shall take the lead to conduct one (1) virtual community outreach meeting for business owners and residents affected by the project within limits of the project, and responsible to prepare notifications and distribute all via mail. This includes preparation and distribution of a multi-language (English, Spanish, Chinese, & Vietnamese) public outreach postcard inviting residents and businesses via mailers to City approved distribution area map and on City's social media outlets.

It will be held at 80% complete plan review. Provide technical information exhibits and analysis required for the outreach meeting.

The Consultant shall be responsible to reach out to nearby school(s), transit agencies, LA County Fire Department, businesses, and residents immediately affected by the project to further discuss the project details.

Consultant shall also propose other effective public outreach strategies to be found to be effective on other current or past projects.

Task 5 – Permits and Coordination: The consultant shall take the lead coordinating with any and all agencies such as LA County Public Works, El Monte Police Department, Public Work Maintenance Division, and LA County Fire Department, if needed. The consultant will prepare and submit the necessary application for all the permits required before project bid advertisement.

Task 6 – Traffic Safety Committee Meeting Presentation: The consultant shall take the lead in presenting the proposed Project to the City’s Traffic Safety Committee at 80% Design Phase. Traffic Safety Committee Meeting is held once a month and will be scheduled by City’s Project Manager.

Task 7 – Design Workshops (Optional Services): The consultant shall take the lead in presenting the proposed Project at two (2) Design Workshops if elements from the Vision Zero Concepts such as pedestrian crossing (refuge island, pedestrian barriers, “Z” crossings, etc.) at 50% and 80%.

Task 8 – Construction Engineering Support Services (Contingent Item): The consultant shall provide a cost proposal for construction engineering support services during the construction phase to address any design concerns on an as-needed basis. The cost proposal shall be based on 80 hours and is a contingent, deletable item.

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

Project Schedule

The following is a list of tentative project milestones that the consultant will be expected to meet (Preproposal meeting is not required):

Milestone	Date
Professional Service Award	July 19, 2022
Kickoff Meeting	August 10, 2022
Issue Notice to Proceed	August 10, 2022
50% Submittal and Meeting	November 30, 2022
80% Submittal and Meeting	January 23, 2022
95% Submittal and Meeting	February 21, 2022
100% Submittal	March 27, 2023

As this is a Caltrans state-funded project, consultant acknowledges that if awarded a contract they will be required to comply with 48 CFR 31: Contract Cost Principles and Procedures and 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements excluding sections 200.318-200.326 Procurement Standards. Consultant also acknowledges that the potential contract and supporting documents are subject to audit or review by Caltrans’ Independent Office Audits and Investigations, other state audit organizations, or the federal government.

4. Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. The proposal shall be limited to a maximum of twelve (12) pages, not including the cover sheet. Note that one (1) page includes the front side of an 8.5x11

sheet of paper and the cover does not constitute a page. The Appendix will not count towards the page count.

- a) **Cover Letter.** Maximum one (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.
- b) **Qualifications and Experience of Proposer's Personnel.** Maximum of three (3) page 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 RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar 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 services to be provided.
- c) **Project Approach.** Maximum one (1) page summary of the proposed approach to providing professional services for the development of the pavement management system project. The proposer shall explain the way in which the proposer will complete all of the tasks called for under the RFP. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- d) **Proposed Personnel.** Maximum three (3) page resume for the project manager and one (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.
- e) **Quality Assurance/Quality Control Procedures.** Maximum one (1) page brief description of the consultant's approach to implement 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 design review, coordination review, QA/QC control review, etc.).

- f) **Schedule Control.** Time is of the essence. It is critical the proposer describe methods that can be used to keep the Project on schedule within maximum of one (1) page. The proposer shall illustrate methods they have used to assist other agencies to meet their proposed schedule. Discuss previous projects where the consultant was able to avert a potential delay by implementing project management techniques.

- g) **Fee Schedule/Cost Proposal.** Maximum one (1) 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 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 I through VIII (hourly rate structure) for each Task. The proposal shall also include all costs and expenses related to photocopying, postage, travel, etc. (i.e., Reimbursement expenses). **No additional compensation will be provided for reimbursement expenses.**

- h) 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 subconsultant in the Fee Schedule under the appropriate Task under which the service will be provided.

Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman, or chainman), materials sampling and testing), and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations web site at:

http://www.dir.ca.gov/dlsr/statistics_research.html

The Fee Schedule/Cost Proposal shall be uploaded in a separate file to PlanetBids. Named Attachment 1 – PECK ROAD AND SANTA ANITA AVENUE TRAFFIC SIGNAL IMPROVEMENTS, GARVEY AVENUE TRAFFIC SIGNAL AND PEDESTRIAN IMPROVEMENTS Project Fee Schedule Cost Proposal.

5. 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 Sample Professional Services Agreement (PSA) – See Exhibit 1. Each such factor shall be weighted by the City as follows:

- a) **Expertise, Experience & Training Plus Prior Contracting History (30%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields, to include work on State Funded projects, 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
- b) **Project Approach (30%)** – The proposer’s responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City’s specific needs.
- c) **Public Outreach (20%)** - Compliance with public outreach effort described above and proposed public outreach strategies.
- d) **Schedule and Budget Control (15%)** – 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 by the Project.
- e) **Compliance with RFP (5%)** – The ability of the proposer to comply with all instructions set forth under this RFP.

Consultants should thoroughly address the above selection criteria to receive the maximum possible points.

6. 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 provide the required services.

7. Proposal Requirements

The Consultant’s proposal must be comprehensive, concise and to the point. Current company resumes of key personnel should be included as well as examples of previous work. However, a proposal is a voluntary response on the part of a Consultant, and this RFP does not commit the City to pay any costs incurred in its preparation. The City reserves the right to accept or reject optional elements of this proposal, or the proposal in part, or its entirety.

This RFP is a solicitation for proposals only, and is neither intended, not to be construed as an offer to enter into an agreement or engage in any formal rule competitive bidding or negotiation pursuant to any statute, ordinance, or regulation.

All data, documents, and other products used or developed during the project will become the property of the City, even in the situation where the project is cancelled.

The deadline to submit a proposal is **June 30, 2022, at 5:00 p.m.** Proposals received after the deadline will not be considered. Proposer is required to submit an “ebid” through PlanetBids online platform. See link below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=43375>

A copy of the Request for Proposal (RFP) and subsequent addenda to the RFP is available on the PlanetBids online platform on the link listed above.

It is the proposer’s responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Proposers are also required to submit Three (3) hardcopies of the complete proposal to be received prior to the time and date specified. No exceptions to this requirement will be considered.

Proposal 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: Guillermo Perez
Associate Engineer**

**Subject: PROPOSALS FOR TRAFFIC DESIGN SERVICES FOR PECK ROAD
AND SANTA ANITA AVENUE TRAFFIC SIGNAL IMPROVEMENTS; GARVEY
AVENUE TRAFFIC SIGNAL AND PEDESTRIAN IMPROVEMENTS**

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.

- a) 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.

- b) Late proposals will not be considered.
- c) 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 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, 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.
- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) 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.
- f) 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.
- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) 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.
- i) By the submission of a proposal, each proposer accepts and agrees to all conditions in the executed On-Call Agreement.
- j) 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.
- k) All questions or requests for clarification shall be submitted via email to Guillermo Perez at gperez@elmonteca.gov by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted

on the City's PlanetBids portal by the RELEASE OF INFORMATION REQUESTED DATE.

- l) If it becomes necessary to revise any part of this RFP, written addenda will be posted on the City's PlanetBids portal. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- n) The proposer agrees that, if a work order is issued 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.
- o) Proposers may withdraw their proposal prior to the Submission Deadline.

8. Insurance Requirements

The selected consultant shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). GENERAL LIABILITY CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000. Sample is available upon request.

ATTACHMENT A
PROJECT LOCATION MAP

ATTACHMENT B
STANDARD PROFESSIONAL SERVICES AGREEMENT