

**City of La Cañada Flintridge**  
Department of Public Works



**REQUEST FOR PROPOSALS**

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Foothill Boulevard Link Bikeway &  
Pedestrian Greenbelt Project

Professional Engineering Services for  
Preparation of Plans, Specifications, and Estimates

Date Released: March 7, 2017  
Proposals are due prior to 4:00 P.M., April 6, 2017

**City of La Cañada Flintridge**  
**1327 Foothill Boulevard**  
**La Cañada Flintridge, CA 91011**

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## 1.0 INVITATION FOR PROPOSALS

The City of La Cañada Flintridge (City) is requesting proposals (RFP) for Professional Engineering Services for Preparation of Plans, Specifications, and Estimates.

The Foothill Boulevard Link Bikeway & Greenbelt Project (Link Project) will be funded with Local, State, and Federal dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for the design phase of this project is 10%.**

Performance period of the contract shall be from the date approved by City Council through the Construction phase of the project.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the City has specifically e-mailed a copy of the RFP to and will be posted on the City's website at:

[www.lcf.ca.gov/public-works/engineering/projects-out-to-bid](http://www.lcf.ca.gov/public-works/engineering/projects-out-to-bid)

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit **five (5) hard copies, one (1) unbound reproducible, and one (1) electronic copy** in PDF format on a CD/DVD of the Consultant's technical proposal. The hard copies and CD/DVD shall be mailed or submitted to the City prior to **4:00 P.M., on April 6, 2017**.

Proposals shall be submitted in a sealed package clearly marked "Foothill Boulevard Link Bikeway and Pedestrian Greenbelt Project – Design Engineering Services" and addressed as follows:

Attention: Mr. Edward Hitti, P.E., Director of Public Works  
Public Works Department  
City of La Cañada Flintridge  
1327 Foothill Boulevard  
La Cañada Flintridge, CA 91011

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to above noted submittal due date and time.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City. Award of contract may be phased, based on current available project budget.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: mid-April to early-May, 2017

Oral interviews: Week of May 15, 2017

Cost negotiation with first ranked consultant: Week of May 22, 2017

Contract Award by City Council: June 6, 2017

Notice to Proceed: June 20, 2017

Any questions related to this RFP shall be directed in writing **by e-mail only** to the attention of Mr. Edward Hitti, via email at [ehitti@lcf.ca.gov](mailto:ehitti@lcf.ca.gov). Questions shall be submitted **by no later than 4:00 PM on Monday, March 27, 2017**.

No oral question or inquiry about this RFP/RFQ shall be accepted.

## **2.0 DESCRIPTION AND PROJECT BACKGROUND**

### **2.1 City Description:**

The City of La Cañada Flintridge is approximately 8.5 square miles in area and is bordered by the Angeles National Forest to the north, the City of Glendale to the south, the City of Pasadena to the east and La Crescenta, an unincorporated area of Los Angeles County to the west. The City is 13 miles northeast of Downtown Los Angeles. The City was incorporated in 1976 and is home to the Jet Propulsion Laboratory, the Descanso Gardens, and the Lanterman House. The City is designated as "Tree City USA".

The City has a population of 20,556 and is primarily a bedroom community comprised largely of owner-occupied single family homes. The Foothill Boulevard business district offers a variety of small shops and restaurants within the City's Downtown Village area, situated in the center of town. Residents also have access to parks, a community center, a YMCA, a multiplex movie theater, public and private schools, a golf course, tennis and riding clubs, and scenic multi-use trails.

### **2.2 Project Description:**

The Foothill Boulevard Link Bikeway & Pedestrian Greenbelt Project (Link Project) consists of the design and construction of bicycle, pedestrian and landscape enhancements along Foothill Boulevard, from westerly City limits at Briggs Avenue to Alta Canyon Road, as shown on the vicinity map (Attachment 1). The length of the street segment is approximately 6,750 linear feet (LF) or 1.3 miles. As shown on the Bike Route Map (Attachment 2), the project will connect to existing bike lanes to its east and west terminus, fulfilling Bikeway Gap #24 in Metro's 2006 Bicycle Transportation Strategic Plan, and offering the first continuous bikeway between Los Angeles County's La Crescenta Valley Sub-region and the cities of La Cañada Flintridge, Glendale and Pasadena.

Foothill Boulevard is a major arterial, and it serves as the City's east-west corridor of travel across town. The right-of-way (ROW) is owned by the City of La Cañada Flintridge. The ROW width of Foothill Boulevard is generally 100 LF and the street width (curb-to-curb) is 80 LF. The existing street configuration, in each direction, includes a sidewalk, parking lane, Class II bike lane, and two travel lanes. The striped center median primarily functions as a left turn lane.

The Link Project will provide protection and improve safety for bicyclists and pedestrians by providing an eastbound Class I bike path, a pedestrian greenbelt, and raised landscaped medians along a half-mile portion of the project span, beginning 300 feet west of Leata Lane and extending to Hillard Avenue (CA-2 on/off ramps); a Class IV (Cycle Track) bikeway, is proposed as safe transition of bicyclists from a Class I to a Class II facility at each end. The project will also provide traffic calming by reducing the overall street width, adding raised landscaped medians, and reducing the number of turning conflicts across bicycle and pedestrian routes. To accommodate these proposed eastbound bicyclist and pedestrian improvements, street parking will be eliminated along the north side of Foothill Boulevard as shown on the Conceptual Plans and Existing and Proposed Cross Sections (Attachment 3).

Additional improvements include re-striping for a 6-foot wide Class II bike lane on both sides of Foothill Boulevard, within the remaining project limits; incorporating bicycle amenities (parking, benches, drinking fountain, etc.), and high visibility crosswalks; traffic signal improvements, including bicycle signal detection, and bicycle/pedestrian push buttons at all intersections.

The Link Project will also enhance existing parkway and median improvements along the project corridor, installing drought-tolerant landscaping and drip irrigation. Additional improvements include driveway and bus stop enhancements, as well as resurfacing of Foothill Boulevard pavement in areas necessary. Construction will be comprised of demolition, grading, paving, drainage, parkway slough/retaining walls, fencing, landscaping (including street trees), irrigation, decorative pedestrian lighting, utility relocations, traffic signal, striping, and traffic regulatory and street name signage.

The Crescenta Cañada Family YMCA, located at 1930 Foothill Boulevard, is within the proposed project limits and is currently developing plans for a parking structure to improve the capacity of the existing

parking lots. The design of the parking structure will have an integral role in the Foothill Boulevard link bikeway project. The existing three-legged traffic signal at the intersection of Foothill Boulevard and Palm Drive will be redesigned to accommodate ingress/egress to the future YMCA parking structure.

The traffic signal at the intersection of Foothill Boulevard and Hillard Avenue (CA-2 on/off ramps) will be improved to accommodate a designated right turn onto CA-2 south bound along Foothill Boulevard east bound. The traffic signal improvement also include modification to the existing designated left turn onto CA-2 south bound on Foothill Boulevard west bound to a protected/permissive left turn signal.

### **2.3 Project Background:**

In 1991, the City completed the Foothill Boulevard Master Plan, a guide to the future development of Foothill Boulevard providing recommendations and a vision to preserve and enhance a small-scale pedestrian-oriented atmosphere with village characteristics along the City's main thoroughfare (See Attachment 4). In addition, the City Council adopted an update to the City's General Plan at their January 22, 2013 further setting forth the City Council's vision for the future development of Foothill Boulevard.

In 2014, the City hired a Consultant to establish the conceptual design of the proposed Class I bike path between Leata Lane and Hillard Avenue (2 FWY off-ramp). Numerous public hearings were conducted to allow the public, as well as residents and businesses fronting the project to comment on design options. In November 2015, City Council approved the conceptual design for this segment of the project (Attachment 5).

The proposed improvements for the project shall be contained within the public street right-of-way. City does not anticipate any need or use of adjacent private properties. However, right-of-entries are anticipated to be necessary to tie proposed improvements into existing improvements on adjacent properties.

Given the federal, State and local funding allocated to the project, both State (CEQA) and Federal (NEPA) environmental approvals shall be obtained. The City has completed the Preliminary Environmental Study (PES) for the project and acquired Caltrans approval, and Caltrans has sent the City information pertaining to NEPA approval (Attachment 6). Any studies identified in the approved PES shall be completed, and NEPA and CEQA approval acquired during the Design Engineering phase of the project.

### **2.4 Project Funding:**

The City was awarded a 2011 Metro Call-for-Project Grant in the amount of \$1,365,505 for the proposed Link Project. As shown on the Federal Transportation Improvement Program (TIP) sheet, the grant is federally funded and the City is required to provide 33% matching funds, which is \$672,562, for a total project cost of \$2,038,067 (Attachment 7).

The City has already executed a Letter of Agreement (LOA) with Metro (Attachment 8). The City has also acquired CalTrans Authorization (E-76) (Attachment 9) to begin the Design Engineering (PS&E) phase of the project, and has executed Caltrans Master Agreement and Program Supplement (Attachment 10). The City is issuing this RFP for the preparation of environmental (NEPA approval) and construction documents.

As previously stated, the project will be funded through a Metro Call for Project Grant. Caltrans will be the administering agency for the approval and dispersal of funds. Therefore, all work shall be performed in compliance with Metro and Caltrans requirements.

### 3.0 SCOPE OF WORK

#### 3.1 General:

The City is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Link Project to the construction phase.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City, included in the sample contract (Attachment 11).

#### 3.2 Services to be Provided:

The Consultant selected shall provide all services to complete design engineering, environmental and right-of-way (as necessary) for the Link Project. It is Consultant's responsibility to acquire federal and state environmental approvals, complete final construction documents (PS&E), permitted and ready to bid, and obtain all Caltrans authorizations (E-76) to begin construction.

Specifically, the Consultant selected will be required to complete the following tasks:

**Task 1: Project Management** – The Public Works Director or his designee will serve as the contract manager and direct liaison between the Consultant and Caltrans District #7 Division of Local Assistance. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities including but not limited to, coordinating and being responsible for scheduling meetings with the City and outside agencies, budgeting, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the City and consultant sub-contractors, public outreach (residents, property owners, and stakeholders), setting up, attending, and presenting (power point), at minimum, six (6) workshop/commission/City Council meetings, and preparing all submissions (invoices, plans, Metro quarterly report, relevant documents) in a format acceptable to the City, Caltrans, and Metro for the City to submit to Caltrans Local Assistance and Metro. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.

**Task: 2: Survey and Mapping** – The Consultant shall be responsible for data collection, mapping and surveying necessary for preparation of construction documents, including plans and cost estimates, right-of-way impacts, and the level of environmental clearance. Obtain all services necessary to identify the properties that may require a Right-of-Way Entries (ROE), easement, dedication and/or vacation to facilitate the construction of the project. The consultant shall obtain ROW information from Los Angeles County Department of Public Works (LACDPW) and Los Angeles County Flood Control District (LACFCD). The consultant shall identify any potential ROW issues, particularly pertaining to the future YMCA parking structure and recommend mitigation measures. The Consultant shall obtain ROW certification and clearance from Caltrans and/of Metro, if applicable. The scope of comprehensive base mapping and surveying includes but is not limited to Control Surveys (centerline ties, benchmarks, corner markers, etc.) Aerial Photogrammetry, Easements, Limited Design Level Topographic Surveys, Right-of-Way Retracement, and a Record of Survey. The consultant shall prepare engineering survey showing all, but not limited to, the existing topography, utilities, trees (diameter size, and type), type of manholes, valves, meter box, fire hydrants, street lights, and utility poles, storm drain facilities, property addresses, right-of-way, street centerline, roadway and parkway dimensions, cross section at

25 feet intervals and at critical locations (i.e., BCRs, ECRs, centerline of driveway approaches and driveways). The limits of survey along Foothill Boulevard shall extend from 200 feet west of west ROW on Briggs Avenue to 200 feet of the east ROW on Hillard Avenue. The limits of survey perpendicular to Foothill Boulevard shall extend 50 feet beyond the ROW. On the cross streets, the limits of survey shall extend 250 feet north or south of the centerline of Foothill Boulevard. Survey plan shall be formatted to plot in 1"=20' scale and on 22"x34" size sheet.

**Task 3: Environmental Studies and Documentation** – Complete the CEQA and NEPA environmental review and obtain approval from authorized agencies; including preparation of required technical studies to complete the NEPA document, as outlined by the project's Preliminary Environmental Study (PES).

**Task 4: Utility Coordination** – Submit improvement plans to utility companies in accordance with their requirements. Coordinate utility relocations, including relocation of utility or street light poles, as needed. Pothole utilities to verify horizontal and vertical placement of utilities that may be impacted.

**Task 5: Right of Way Phase & Determination** – Consultant shall prepare Request for Authorization to advance project to Right of Way Phase using procedures outlined in the Caltrans Local Assistance Procedures Manual. When authorized, Consultant shall review right-of-way records and establish additional right-of-way along the entire alignment, if necessary.

**Task 6: Design** – Design the improvements and prepare the plans, specifications, and estimates in accordance with Caltrans Standards and AASHTO Geometric Design guidelines to achieve project objectives, including analysis and design of drainage, bikeways, landscape, and traffic. Consultant shall examine and present project alternatives, as necessary, which complete project goals within construction budget. The design by YMCA of its parking structure, as it relates to the proposed project, shall be incorporated into the environmental assessment and final design of the project. PS&E shall be submitted to the City at 60%, 90%, and final contract documents.

The proposed construction work will include the total reconstruction of the asphalt concrete (AC) roadway with Asphalt Rubberized Hot Mix (ARHM); relocation of PCC curb, gutter, raised median drive approach, access ramp; reconstruction of catch basin and installation of Trash TMDL BMP and LID; installation of landscaping, hardscaping, and irrigation system; removal and planting of tree-scaping; adjustment of utility valve and manhole, re-installation of traffic striping, bike lane, house number on curb, pavement legend, and signage; installation of traffic signal; preparation and implementation of SWPPP; and miscellaneous appurtenant work.

Provide the necessary engineering services to prepare final design pursuant to the scope of work of the RFP. The work shall include, but not be limited to, the following tasks:

- Provide photographs of the existing site conditions including a log of photographs.
- Prior to the preparation of the P&E, the Proposer shall obtain City approval as to the formatting of the P&E and the templates to be used for the project documents.
- Prepare preliminary project plans with a minimum of three (3) submittals at 60%, 90%, and 100%. Plans shall be formatted to plot in 1"=20" scale and on 22"x34" size sheet. At a minimum, the plan sheets shall consist of the following:
  - (1) Title sheet on City format.
  - (2) Typical section(s) and details sheet(s).
  - (3) Existing topography using the engineering survey sheets including all underground utilities.
  - (4) Street improvement layout plan sheets (no profiles at this time) including all civil (roadway and drainage), landscaping, and traffic improvements. Design shall include the cross streets (Leata Lane, Rosebank Drive (private driveway), Lone Pine Lane (private driveway), Littleton Place, Alcorn Drive, Palm Drive, Wasatch Drive (private driveway), and Glendale Freeway (CA-2) Ramps at Hillard Avenue

- are to be included) up to a minimum of 250 LF from centerline of Foothill Boulevard.
- (5) Incorporate the YMCA parking structure design as it relates to the proposed project.
  - (6) Drainage layout plan showing relocation of existing facilities and/or construction of new facilities.
  - (7) Landscaping layout plan.
  - (8) Channelization and signage layout plan.
  - (9) Traffic signal layout plan.
- Prepare preliminary budget cost estimates and revisions as necessary to coordinate with the plans.
  - Coordinate with City staff, affected utilities, other agencies, property owners, and stakeholders.
  - Meet with affected residents/owners and stakeholders in order to finalize the design of drive approach and work within ROW and private property.
  - Identify any facilities that have to be relocated in advance of the construction work.
  - Make all arrangements for, attend, and moderate one (1) neighborhood workshop to present scope of work and preliminary plans. Prepare meeting notices, PowerPoint presentation and other presentation materials as required to conduct meeting. Prepare and distribute meeting minutes to all attendees and follow up with the residents/owners and stakeholders.

**Task: 7: Deliverables** – All documents, regardless of format, and all communications (oral, written, or electronic) that are produced or generated in the course of providing engineering services for the project shall be made available to and become the sole property of the City of La Cañada Flintridge. The bidder shall be responsible for producing, organizing, and maintaining these project documents in formats that are acceptable to the City. All project documents shall be available for inspection by the City at all times and a complete set of the project documents shall be delivered to the City within thirty (30) days after the acceptance of the engineering services by the City. Unless otherwise specified, there shall be a minimum of one (1) set each (electronic and hard copy) of the project documents for the project. Deliverables shall include, but not be limited to, the following documents:

- Weekly progress schedules.
- Public and individual meeting minutes to be provided within 48 hours after the occurrence of the meeting.
- All oral and written correspondence (i.e., telephone conversations, e-mails, memorandums, faxes, and letters) including logs of the various correspondence.
- Environmental documents.
- ROW documents.
- Topographic and design surveys (two electronic copies (AutoCAD and pdf formats), one 22"x34" and 11"x17" print).
- Design data, cross sections, quantity takeoffs, and engineering calculations.
- Final design plans (22"x34") and cost estimates (one electronic copy each (AutoCAD, Word, Excel, and pdf formats), one 22"x34" and 11"x17" (print at each stage of the submittal).

**Task 8: Coordination with Adjacent Properties** – Notify and coordinate with adjacent properties, including the YMCA, to establish driveway locations and other modifications required in front of properties such as fence, wall or mailbox relocations, as well as landscape modifications. Meetings with individual property owners may be necessary for this effort.

In addition to private properties, the project may also impact Caltrans ROW at the intersection of Foothill Boulevard and CA-2 Freeway off-ramp. Coordination with Caltrans offices, acquisition of design approvals and/or required permits shall be included in Consultant's scope of work.

**Task 9: Construction Phase Authorization** – Consultant shall prepare Request for Authorization to advance project to Construction using procedures outlined in the Caltrans Local Assistance Procedures Manual.

**Task 10: Bid Process** – Provide an electronic copy of the final approved plans and specifications, a mylar copy of the final approved plans, and a hard copy of the final approved specifications. The electronic copy of the plans shall be provided as both AutoCAD files and PDF files, and the electronic copy of the specifications shall be provided in both Microsoft Word format and PDF format. The City will be responsible for making copies of contract documents and will distribute to plan rooms and contractors. Consultant shall respond to questions that arise during the bid phase and prepare addendums, which will be distributed by the City as necessary.

**Task 11: Construction Engineering** – Attend pre-construction meeting and construction progress meetings. Respond to contractor's Requests for Information (RFI), review submittals and shop drawings, and assist City with contract change orders.

### **3.3 Contract Term**

Contract amendments are required modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.

### **3.4 Method of Payment**

Not-to-Exceed Fee. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit. Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain an encroachment permit from Caltrans.

### **3.5 Minimum Qualifications of Personnel**

The Consultant shall meet the appropriate minimum qualifications as required by this contract.

### **3.6 Equipment Requirements**

The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals.

### **3.7 Design Standards**

The design, and the preparation of Plans, Specifications and Estimates (PS&E) shall be completed in accordance with all applicable Federal, State and Metro standards. The design of the bikeways shall be in conformance with: MUTCD, California MUTCD Supplement, State of California Department of Transportation Highway Design Manual on Bikeway Facilities (Chapter 1000); the Federal Americans with Disabilities Act (ADA); and MTA Rights-of-Way Preservation Guidelines. All improvements shall also be compliant with the City's Low-Impact Development ordinance and Green Street Resolution. Caltrans Complete Street & Class IV Guidelines shall also be considered.

### **3.8 Quality Control/Assurance Measures**

Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratory.

### **3.9 Materials to be provided by the City**

Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the City that may be furnished or made available by the City and where listed in the individual Task Orders and this Contract, are for the

Consultant's use only, shall be returned at the end of the Contract. The consultant shall be responsible for obtaining the survey and easement information from the LACDPW and LACFCD.

### **3.10 Work to be performed by the City**

None.

### **3.11 Conflict of Interest Requirements**

Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing Design Engineering Services and/or Construction Engineering Services under a contractual relationship with a construction contractor(s) on any local project listed in this Scope of Work must disclose the contractual relationship, the dates and the nature of the services. The prime consultant and its sub-consultants shall also disclose any financial or business relationship with the construction contractor(s) who are working on the projects that are assigned for material Quality Assurance services through task orders on the contract.

Similar to the disclosures regarding contractors, all firms are also required to disclose throughout the term of the awarded contract, any Design Engineering services including claim services, Lead Project Management services and Construction Engineering Services provided to all other clients on any local project listed in this Scope of Work.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the agency's projects' listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.

Some examples of conflict of interest are the following:

- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Contractor and Quality Assurance for the City on the same project.
- Providing services to construction contractor's subcontractors, fabricators, equipment installer, material suppliers and other firms associated with the projects listed in the Contract can be a potential conflict of interest when such contractor teams are identified.

### **3.12 Project Schedule**

Given the federal grant allocated to this project, and the project's approved TIP Sheet, the following key milestones must be met, to ensure project funding does not lapse:

- Design Engineering Phase: June 2017 – March 2018
- Bid and Award Construction Contract: April – June 2018
- Construction Phase: July 2018 – March 2019

## **APPENDIX A – PROPOSAL REQUIREMENTS**

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

### **1. Introductory Letter**

The introductory (or transmittal) letter shall be addressed to:

Mr. Edward Hitti, P.E., Director of Public Works  
City of La Cañada Flintridge  
1327 Foothill Boulevard  
La Cañada Flintridge, CA 91011

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

If the bidder is a corporation, formal proof of the authority of the officer signing the bidder's proposal to bind the corporation must be submitted with the proposal. A copy of the corporate resolution, bylaws, or minutes may be acceptable forms of proof. The proposal shall indicate the state in which the corporation is chartered. If the bidder is a partnership, the proposal shall bear the name and signature of at least one of the general partners. If the bidder is an individual, the proposal shall bear his or her name and signature.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### **2. Executive Summary**

### **3. Consultant Information, Qualifications & Experience**

The City will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

### **4. Organization and Approach**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.

3. Describe the roles of key individuals on the team. Provide resumes, references, and team organization chart for all key team members per Standard Form (SF) 330. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

## **5. Scope of Work**

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical engineering design issues associated with the project and how you will address these.
  - b. Describe critical environmental issues and how you will address these.
  - c. How cost and schedule could be minimized.

## **6. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Scope of Work section above; however, expedited schedules are preferred with justification for timeline feasibility.

## **7. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

## **8. Litigation**

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

## **9. Contract Agreement**

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement (Attachment 11).

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

## **10. Insurance requirements**

The selected consultant will be required to provide evidence of the following insurance coverage:

- Comprehensive general liability insurance (bodily injury and property damage), the limits of which shall not be less than two million dollars (\$2,000,000) combined single limit per occurrence and annual aggregate. The City shall be added as an additional insured with a 30 day notice of cancellation.
- Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than one million dollars (\$1,000,000) combined single limit per occurrence. The City shall be added as an additional insured with a 30 day notice of cancellation.
- Workers' compensation and employer's liability insurance, the limits of which shall not be less than as prescribed by applicable law.

- Professional liability insurance, the limits of which shall not be less than one million dollars (\$1,000,000) each occurrence and annual aggregate.
- The City of La Cañada Flintridge shall be added to the general and auto liability insurance policies as an additional insured with a 30-day notice of cancellation.

### **11. Informed proposer**

Proposer is expected to fully inform himself/herself as to the conditions, requirements, and specifications prior to submitting proposal. Failure to do so will be at Proposer's own risk and he/she cannot secure relief on the plea of error.

### **12. Independent contractor**

The bidder covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Bidder further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Bidder certifies that to the best of his/her knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City. It is expressly agreed by the bidder that in the performance of the services required under this contract, bidder, and any of its subcontractors or employees, shall at times be considered independent contractors and not agents of the City.

### **12. Withdrawal/return of proposal**

Any bidder may withdraw its proposal, by written request only, at any time prior to the closing time for receipt of proposals. Proposals submitted after the deadline will be automatically returned to the bidder unopened. Proposals will not be opened publicly.

### **13. Federal-Aid Provisions**

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to the Local Assistance Procedures Manual (LAPM) Exhibit 10-I, Notice to Proposers DBE Information (Attachment 12).

The proposing Consultant shall complete and submit the following LAPM forms with the proposal to be considered responsive (Attachment 13).

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is 10%.**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

### **14. Firm commitment of availability of service**

Once a proposal is opened, the bidder is expected to maintain an availability of service as set forth in its proposal for a sixty (60) day period after the due date for receipt of proposals and that the proposed work will be performed at the "Not to Exceed" price in the proposal.

**15. Limitations and reservations**

All responses to this Request for Proposal shall become the sole property of the City of La Cañada Flintridge. The City reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, in the interest of the City.

**16. RFP not contractual**

This Request for Proposals does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal.

**17. Cost Proposal**

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the City is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 13 LAPM 10-H, Example #1. Consultant shall prepare an Actual Cost-Plus-Fixed Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10.3 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

**18. Forms to be included**

The Proposer shall complete and submit with the Proposal the following forms:

- Exhibit A – Identity Confirmation
- Exhibit B – Subcontractor Listing
- Exhibit C – Statement of Compliance

**Exhibit "A"**

**IDENTITY CONFIRMATION**

Prime Consultant's Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

If an individual, so state \_\_\_\_\_

If a partnership, co-partnership or firm, so state, giving the names and addresses of individuals constituting the organization. List names and addresses of all partners below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a corporation, give the following information:

Name of President: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

Organized Under the Laws of the State of: \_\_\_\_\_

Name and Address of Local Representative: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Attach a certificate in form to confirm (i) the identity of the bidder of officer who signs above, (ii) the fact that he is the officer named, and (iii) his authority to bind the bidder.



**Exhibit "C"**

**STATEMENT OF COMPLIANCE**

STATEMENT OF COMPLIANCE

\_\_\_\_\_ (hereinafter referred  
(Company Name)

to as "bidder") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 in matters relating to the development, implementation and maintenance of a nondiscrimination program. Bidder agrees not to unlawfully discriminate against any employee or applicants for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age (over forty).

I, \_\_\_\_\_ hereby swear that I am  
(Name of Official)

duly authorized to legally bind the prospective contractor to the above described certification.

I am fully aware that this certification executed on

\_\_\_\_\_ (Date)  
in the County of \_\_\_\_\_ is made under the penalty of perjury under  
(County)

the laws of the State of California.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## APPENDIX B – PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a City Selection Committee (Committee). The Committee may be composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City requirements as set forth in this RFP.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	20
3	Organization & Approach	15
4	Scope of Services to be Provided	15
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
<b>Subtotal 1:</b>		<b>75</b>

No.	Interview Criteria	Evaluation	Weight
9	Presentation by team		10
10	Q&A Response to panel questions		15
<b>Subtotal 2:</b>			<b>25</b>
<b>Total:</b>			<b>100</b>

**1. Completeness of Response (Pass/Fail)**

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

**2. Qualifications & Experience (20 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct design engineering services on federal-aid projects and familiarity with Metro and Caltrans (State & Federal) procedures.
- b. Proposed key team members, notably the Project Manager, have relevant experience for their role in the project, as demonstrated by enclosed resumes.

**3. Organization & Approach (15 points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to City needs.
- c. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - ii. Team successfully addresses Site Planning and Programming efforts.

- iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- d. Roles of Key Individuals on the Team
  - i. Key positions required to execute the project team's responsibilities are appropriately staffed.
- e. Working Relationship with City
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist City during the project.

**4. Scope of Services to be Provided (15 points)**

- a. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**5. Schedule of Work (10 points)**

- a. Schedule shows completion of the work within or preferably prior to the City overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**6. Conflict of Interest Statement (Pass/Fail)**

- a. Discloses any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

**7. Local Presence (5 points)**

- a. A statement addressing firm's ability to establish an office within the County or surrounding area.

**8. References (10 points)**

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

**9. Presentation by Team (10 points)**

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

**10. Q&A Response to Panel Questions (15 points)**

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating * Weight)</b>
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services to be Provided		15	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
<b>Total:</b>			100	

### APPENDIX C – PROJECT SCHEDULE

**Project Schedule** – A Gantt chart should be used for evaluations to compare project deliverables, cost, and time frames and can be done in Excel, per below example.

## Project Planner

Period Highlight: 1

