

City of La Cañada Flintridge
Department of Public Works



REQUEST FOR PROPOSALS

Systemic Safety Analysis Report (SSAR)

Professional Services for Preparation of the
2017 La Cañada Flintridge SSAR

Date Released: April 27, 2017
Proposals are due prior to 4:00 P.M., May 31, 2017

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

Request for Proposals

Systemic Safety Analysis Report (SSAR)
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2017 La Cañada Flintridge SSAR

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1.0 INVITATION FOR PROPOSALS

The City of La Cañada Flintridge (City) is requesting proposals (RFP) for Professional Services for Preparation of the 2017 La Cañada Flintridge Systemic Safety Analysis Report. The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project.

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

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 May 31, 2017**.

Proposals shall be submitted in a sealed package clearly marked "2017 La Cañada Flintridge Systemic Safety Analysis Report" 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Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant.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.

Any questions related to this RFP shall be directed in in writing **by e-mail only** to the attention of Mr. Edward Hitti, via email at ehitti@lcf.ca.gov. Questions shall be submitted **by no later than 4:00 PM on May 15, 2017**.

No verbal questions or inquiries about this RFP/RFQ shall be accepted.

The tentative consultant selection schedule is as follows:

RFP issued: April 27, 2017

Questions concerning RFP - deadline: May 15, 2017

Questions and answers posted on website: May 17, 2017 (www.lcf.ca.gov/public-works/engineering/projects-out-to-bid)

Proposals due no later than: 4:00 p.m. May 31, 2017

Proposal review and evaluation: By mid-June, 2017

Oral interviews: Week of June 2, 2017

Cost negotiation with first ranked consultant: Week of June 19, 2017

Contract Award by City Council: July 18, 2017

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 City of La Cañada Flintridge applied for Systemic Safety Analysis Report Program (SSARP) funding to develop a Systemic Safety Analysts Report to evaluate travel safety for the City's entire roadway network for motorists, bicyclists, and pedestrians within the City of La Cañada Flintridge. The intent of the SSAR is to 1) provide a collision analysis of the City's road network; 2) identify high risk locations, collision patterns, and road characteristics; 3) develop a list of systemic low-cost countermeasures that can reduce the potential collisions and risks; and 4) identify and prioritize safety projects appropriate to submit for future HSIP funding consideration.

2.3 Project Background:

The City of La Cañada Flintridge has approximately 88 miles of maintained roadway. Between 1/1/2011 and 12/31/2013, there were 10 crashes that led to fatalities or severe injuries.

The City of La Cañada Flintridge has experience in submitted applications for local HSIP federal funds. One application was submitted for Cycle 1 (year 2007) and another was submitted for Cycle 3 (year 2009) call for projects. The HSIP Cycle 1 application was for the construction of a raised center median on Angeles Crest Highway (SR-2) between I-210 Foothill Freeway and Olive Drive. This project was selected for federal funding with \$524,700 being awarded to the City. The program project ID for this Cycle 1 project is 5247. During HSIP Cycle 3, an application was submitted for the citywide emergency vehicle traffic signal preemption system project. Unfortunately, this project was not selected to receive HSIP federal funding. The City of La Cañada Flintridge has not submitted any applications for funding during recent HSIP Cycles 5, 6, and 7.

3.0 SCOPE OF WORK

3.1 General:

The City of La Cañada Flintridge seeks a consultant to prepare a SSAR that focuses on evaluating the City's entire roadway network using a defined set of criteria to identify and prioritize safety projects to submit for future HSIP funding consideration. In preparation of the SSAR, the consultant will evaluate at least three years of the most current collision data from the following sources: UC Berkeley Transportation Injury Mapping System (TIMS), California I-SWITRS database, and the LA County Sheriff's Department's list of High Crash Concentration Locations. A systemic approach will be used to conduct an initial broad analysis of the entire City to identify intersections and roadway segments that have high concentrations of collisions for future analysis. In addition, roadways with a past history of fatal and severe injury collisions including: 1) Foothill Boulevard between Western City Limits and Oak Grove Drive, 2) Verdugo Boulevard between Western City Limits and Foothill Boulevard, 3) Alta Canyon Road between Foothill Boulevard and Verdugo Boulevard, 4) Descanso Drive between Verdugo Boulevard and Chevy Chase Drive, 5) Gould Avenue north of Foothill Boulevard, 6) Portion of Oak Grove Drive within City limits, 7) Berkshire Place between Berkshire Avenue and Oak Grove Drive, and 8) Chevy Chase Drive between Foothill Boulevard and Southern City

Limits will be made a high priority during the safety evaluation. Since Angeles Crest Highway (SR-2) and I-210 Foothill Freeway are under Caltrans jurisdiction, the roadway segments and intersections along SR-2 and I-210 will not be analyzed as part of the study.

Crash trends and crash concentrations will be analyzed based on overall numbers, identifying the leading occurring crash types and high-risk corridors and intersections. The specific crash types that will be analyzed include: 1) rear-end collisions, 2) broadside collisions, 3) hit object collisions, 4) head-on collisions, 5) sideswipe collisions, and 6) vehicle/pedestrian collisions. Once the top 3 to 10 high-risk corridors and top 5 to 20 intersections with high crash rates are identified, the consultant will use the crash reduction factors in the Caltrans "Local Roadway Safety Manual" to recommend potential low-cost and high benefit systemic countermeasures to address the safety issues of these top locations. Once the crash areas and corresponding systemic countermeasures have been identified, the consultant will create preliminary safety project scopes. These project scopes will be used to estimate total project costs and a Benefit/Cost (B/C) ratio will be generated from the TIMS B/C Calculation Tool. The consultant will then summarize this project information to create a master list of HSIP eligible safety projects that have been found to be competitive in previous HSIP cycles. The consultant will then rank the list of potential HSIP projects for motorized and non-motorized users with priority given to projects having the highest B/C ratios. The goal is that once the SSAR is completed, the City will have a complete list of prioritized high benefit-cost ratio safety projects that can be submitted for HSIP funding consideration in future call for project cycles.

The methodology and analysis resulting from the preparation of the SSAR will also be used as the foundation to develop a sustainable safety program for the City. This proposed safety program provides the City an opportunity to use the established crash analysis techniques from the SSAR to reevaluate the entire roadway network with updated collision data to identify any new problem areas for possible remedies through countermeasures identified in the Caltrans "Local Roadway Safety Manual." In addition, this program will assist the City in reevaluating high crash concentration locations to determine if any previously defined safety projects from the SSAR need to be re-prioritized due to new collision data. This sustainable safety program based on the SSAR will ensure that La Cañada Flintridge does not overlook trouble spots along its roadway network by maintaining a proactive approach to addressing safety concerns.

3.2 Services to be Provided:

The City intends to hire a qualified consultant to develop the tasks:

Task 1: Budget and Schedule – Develop detailed project budget and schedule. This includes a kick off meeting with the City and selected consultant to negotiate final task budget and determine final schedule with milestones to complete the tasks.

Task 2: Literature Review – The consultant will conduct a literature search and review of appropriate Traffic Safety and Travel Safety Plans developed within the last five (5) years, with a focus on listed locations, proposed solutions, and methodology of collecting collision data. Consultant will also review currently available documents that present "best-case practices" regarding system wide statistical safety analysis; this will include researching multi-modal safety documents such as Vision Zero. Consultant will identify key factors relating to collisions, data collection, and best practices of how to apply treatments. Consultant will prepare summary of literature review highlighting current "best-practices" and summarizing suggested methodology going forward.

Task 3: Identify Locations with High Potential for Collision – Utilizing SWITRS, TIMS and/or local Police Department collision data, consultant will identify locations and/or corridors that have a high potential for collisions; analysis should consider active transportation modes in addition to automobile safety concerns. Analysis of locations identified through relevant Travel Safety Plans is required. Newly identified locations should be backed up with historical collision data when reported. Consultant will also interview local jurisdictions to obtain compiled traffic/travel safety information identifying locations with safety issues on their maintained roadways developed by local jurisdiction engineers. Consultant will use online collision databases SWITRS and TIMS to identify collisions occurring within the past 3-5 years. Consultant will work with the Los Angeles County Sheriff's

Department for collision data. This data will work to augment existing SWITRS and TIMS data to provide a more current picture of conditions. Consultant will work with the City Engineer to obtain problem locations. Consultant will prepare a summary of collision data collected through local police departments and problem. Consultant will prepare a list of locations with high potential for collisions for each Marin jurisdiction.

Task 4: Suggest Treatments for Locations with High Potential for Collisions – Based on types of collisions identified, roadway design, and conditions, consultant will suggest treatments for improving safety at identified locations. Locations which have been identified in relevant Travel Safety Plans and that are also identified through statistical analysis should defer to suggested treatments located in the Plan. Utilizing Caltrans' Excel Benefit Calculator, consultant will identify the most cost effective treatment at each location. Benefit-Cost ratios for each identified location will be calculated and summarized. Consultant will analyze types of collisions identified at each location. Based on roadway design and conditions, consultant will suggest treatments for improving safety at identified locations. Consultant will utilize the TIMS B/C Calculation Tool from the University of California, Berkeley Safe Transportation Research and Education Center to calculate b/c ratios. Consultant will summarize b/c ratios on each identified location based on suggested treatment. Consultant will provide a summarized list of benefit-cost ratios, based on suggested treatments, on each location identified as having a high potential for collisions.

Task 5: Develop Prioritized List of Safety Projects – Consultant will provide locations, treatments, and b/c ratio information to City. Public works staff will provide concurrence for each location and suggested treatment to consultant, or will suggest an alternative treatment for consideration. If another treatment is suggested, consultant will run a new analysis on the location, with the alternative treatment, and provide updated information on b/c ratios. If the consultant's suggested treatment has a higher b/c ratio than the City's alternative treatment, the City will have the final decision on which treatment is to be included. Based on calculated b/c ratio and feedback from the public works department, consultant will develop a prioritized list of safety projects the City. The list should clearly identify projects that are eligible for HSIP funding for upcoming Cycle 9 grant funding submission. Consultant will develop a prioritized list of safety projects in the City, clearly identifying which projects are eligible for HSIP funding.

Task: 6: Compile Data and Develop a La Cañada Flintridge Safety Work Plan – Utilizing data gathered in the previous tasks, consultant will prepare a 2017 La Cañada Flintridge Travel Safety Work-Plan. The Work-Plan will have a chapter for automobile safety and active transportation safety locations.

Task: 7: Attend at least Three Public Meetings – Consultant will attend three meetings with the public works department, and one with the La Cañada Flintridge City Council when the report is accepted. Attending meetings with City staff to review data will be required, and should be factored into the tasks outlined in this section.

Task 8: Satisfy Caltrans "Reporting Requirements", Prepare Draft and Final SSAR – Caltrans has issued guidance for required reporting elements of a completed SSAR. The ten requirements that must be included are: Executive Summary, Engineer's Seal, Statement of Protection of Data from Discovery and Admissions, Safety Data Utilized, Data Analysis Techniques and Results, Highest Occurring Crash Types, High-risk Corridors and Intersections, Countermeasures Identified to Address the Safety Issues, Viable Project Scopes and Prioritized List of Safety Projects, and Attachments and Supporting Documentation. A link to Caltrans website to obtain more details regarding the specific requirements is provided below:

<http://www.dot.ca.gov/hq/LocalPrograms/HSIP/2016/SSARPGuidelines2016Feb.pdf>

Consultant shall read and identify reporting requirements stated by Caltrans for SSAR. Consultant shall draft SSAR. Consultant shall prepare final SSAR.

Task 9 (Optional): Prepare Sample HSIP Applications – A goal of the SSAR is to facilitate the submittal and funding of future HSIP projects. Based upon the recommendations made in the SSAR and input from public works department prepare three sample grant applications. These may include 1) grant application for an individual improvement project at a single intersection or road segment location, 2) grant application that would encompass submittal of several projects combined with common safety issues and 3) grant application for a City-wide improvement project to address identified safety concerns that are common throughout the City. Consultant will prepare three sample HSIP grant applications. Consultant will conduct training workshop for City staff on how to prepare future HSIP applications based upon current available HSIP guidelines and sample HSIP applications.

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.

3.8 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

Caltrans last issued a Cycle 8 call for Highways Safety Improvement Program (HSIP) projects on May 9, 2016. Our goal is to complete the SSARP so that local jurisdictions will be able to submit HSIP application during the next cycle 9 call for projects. It is estimated that this will occur in April/May of 2018. It is anticipated that we will be able to issue a Notice to Proceed in August 2017. A suggested project timeline is proposed below:

- | | |
|--|-----------------|
| • Budget and Schedule: | August 2017 |
| • Literature Review: | September 2017 |
| • Identify Locations with High Potential for Collisions: | September 2017 |
| • Suggest Treatments for Locations: | October 2017 |
| • Develop Prioritized List of Safety Projects: | November 2017 |
| • Develop 2017 La Cañada Flintridge Travel Safety Plan: | December 2017 |
| • Satisfy Caltrans' SSARP "Reporting Requirements": | January 2018 |
| • Prepare Draft Report: | February 2018 |
| • Prepare Final Report: | March 2018 |
| • Attend Four Public Meetings: | April-June 2018 |
| • Close of Contract: | July, 2018 |

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

This section should include the reports objectives and focus for the SSAR and a brief summary of the major results. Include discussion on what methodologies were used to limit the data analysis and studies to stay within the funding limits. Other high-level discussions may include crash trends, corridors identified, countermeasures considered, conceptual projects identified, benefit-cost ratios for recommended or proposed safety improvement projects, etc.

3. Consultant Information, Qualifications & Experience

The Consultant or Firm shall be:

1. A professional firm whose sole source of income is derived from the professional services they offer to the clients they represent.
2. An independent professional consulting firm without any affiliation with contractors, suppliers, manufacturers, or any interest that could be construed as a conflict of interest to the proposed project.
3. A professional firm that has experience in safety analysis and reporting of projects of comparable scope and size. The consultant should demonstrate successful and verifiable experience in providing such services for similar projects and for public sector clients.
4. Candidates should demonstrate exceptional problem solving, interpersonal, and communication skills.
5. The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the development of a 2017 La Cañada Flintridge Travel Safety Plan. It is expected that team members would include planning expertise in public outreach and marketing. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team

Members will not be permitted without prior consultation with and approval of Marin County.

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. Cost Proposal

A cost proposal should be submitted in a separate sealed envelope titled "BUDGET." The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The submitted cost proposal must be in an appropriate format. The maximum budget for consulting services (including all incidental expenses and all deliverables) has been set at \$50,000 for this project. The envelope will not be opened until all proposals have been received and ranked based upon firm/team qualifications. The City will select a Respondent based upon their ability to provide the requested services, but may reject any proposal that does not fall within the established budget.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

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. 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
Subtotal 1:		75

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

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 compliance with applicable guidelines.
 - 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:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
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	
Total:			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

