



Request for Proposals for

“Imperial Transit Center” BID NO. 2015-05

March 18, 2015

Important Dates

Proposal Due: _____ April 08, 2015

Award of Contract: _____ April 15, 2015

Project Completion: _____ To be Determined

City of Imperial
Planning and Development Department
420 South Imperial Avenue
Imperial, CA 92251

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Fax: (760) 355-4718

email: jvillegas@cityofimperial.org

I. **Overview**

The City of Imperial, California invites professional firms to submit proposals to provide Engineering Design Services for the Imperial Transit Center.

II. **Background**

The City of Imperial is located in the center of Imperial County in California's southeastern desert region. Incorporated in 1904, the City of Imperial is the oldest city in the county, and it is currently the fast growing city in the Imperial Valley with a population of 16,708 people according to latest estimate from the State Department of Finance.

The City of Imperial, working through the Imperial County Transportation Commission (ICTC), obtained funding from the Federal Transit Authority and Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) for the development of the Imperial Transit Center. A portion of these funds was used to purchase a vacant, 90,000 square-foot parcel at the northwest corner of "M" Street and Barioni Boulevard (APN 063-130-004). A conceptual site plan was prepared for the project but the final design need not adhere to this layout (see Appendix A).

The project site is located within an expansion area covered by the Downtown Imperial Redevelopment Master Plan. Amongst the key goals of the Master Plan is to implement a "mix of different architectural styles [to] create a timeless and authentic downtown." Unique streetscape improvements such as artistic, mosaic tilework in landscape planters and decorative stained glass on bus shelters have become a landmark feature of the downtown. The design of the Imperial Transit Center should expand upon these design elements and incorporate some of the City's small-town heritage and history.

III. **Scope of Work**

The City of Imperial is soliciting proposals for the purpose of hiring a qualified consultant to design the Imperial Transit Center. The successful consultant should include a team of civil engineers, landscape architects, and architect. This project must follow the Third Party Contracting Requirements as stipulated in U.S. Department of Transportation Federal Transit Administration; Circular C 4200.1E, Caltrans Local Assistance Procedures Manual, Chapter 10 - Consultant Selection, and Chapter 13 - Right of Way guidelines.

The City of Imperial has a Disadvantaged Business Enterprise Program (DBE) goal of 12.7 percent for this project. Please refer to attached Caltrans Local Assistance Manual Exhibit 10-I Notice to Proposers DBE Information (Appendix B).

In preparing a response to this Request of Proposal (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The tasks below are intended to provide a guiding framework and are not necessarily

intended to be all-inclusive. The final scope of work will be coordinated with City staff and the selected Consultant.

Task I. Background and Information Gathering

The selected Consultant will meet with City staff and other stakeholders to develop a full understanding of the project. Necessary field data will be obtained by the Consultant to prepare working drawings.

Task II. Design

The design of the Imperial Transit Center shall include inter-modal facilities and shall incorporate the Downtown Imperial Redevelopment Master Plan to the maximum extent possible. Historical architectural elements and decorative site furnishings should be part of the design. The Imperial Transit Center will include restroom(s), bus shelters, and open space for community events. Off-site improvements on Barioni Boulevard and "M" Street may be necessary. Progress meetings shall occur following the completion of preliminary drawings (15-25%) and at 95% design.

Task III. Bid Documentation

The consultant shall, at a minimum, provide the following documentation:

- One full-size reproducible set of final plans with each page stamped and signed by a licensed professional.
- Three 11X17 copies of the final plans.
- Three unbound copies of project construction specifications
- One hard copy of the final Engineer's Opinion of Cost.
- All of the above shall also be provided in electronic formats (AutoCAD, MS Word, etc.).

All construction bid documents shall incorporate all required DBE language, FTA clauses, and other mandatory local, state and federal regulations.

The consultant may be required to answer questions during the bidding period regarding the plans and specifications. Addenda must be prepared as necessary.

IV. **Proposal Content**

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. A one- to two- page Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. **Scope of Work and Schedule:** Discuss your approach of each task outlined in Section III above with a breakdown of costs.
3. **Qualifications and Personnel:** Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any subcontractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for the contract with the City.
 - c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
4. **References:** Identify at least five (5) successfully completed projects of a similar nature, preferably with direct involvement of municipal government in California. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

5. **Other Requirements:** Provide a declaration regarding existing potential conflict of interest, i.e., other projects or commitments which might impair or undermine the consultant's ability or credibility regarding the proposed services. Interested consulting firms shall carry professional Liability Insurance in an amount no less than one million dollars (\$1MM). The selected Consultant shall submit a Certificate of Insurance.
6. **Additional Data:** Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements. This section will be limited to five (5) pages.
7. **Consultant Fee:** Within a separate sealed envelope, outline your expected fees and schedule of work. Items such as travel, accommodation, and meal costs are to be covered by the proposed basic fee. The lowest cost proposal will not necessarily be selected.

V. **Proposal Submittal**

To be considered, please submit three (3) copies of your proposal by Wednesday, April 8, 2015 at 3:00 P.M. to:

Jesus Villegas
City of Imperial
Planning and Development Department
420 South Imperial Avenue
Imperial, CA 92251

All proposals shall be submitted in sealed envelope(s) and shall be clearly marked:

“SEALED PROPOSAL- DO NOT OPEN WITH REGULAR MAIL.”

Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted. Hand carried proposal will be accepted before the response due date during normal business hours.

Questions regarding this Request for Proposal may be directed to Jesus Villegas, Project Manager, City of Imperial Planning Department, 420 South Imperial Avenue, Imperial, CA 92251 or via email at jvillegas@cityofimperial.org. All questions should be submitted in writing and all prospective consultants will receive copies of the questions and responses.

VI. **Review and Selection Procedure**

An evaluation committee by the City Council will review each proposal. The following evaluation criteria will be used in selecting a Consultant:

- a. Experience with similar efforts;
- b. Commitment of Senior Staff to the Project
- c. Relevant qualifications of key personnel;
- d. Familiarity with needs of municipal/governmental entity;
- e. Ability to provide a local presence during the process;
- f. Proposed schedule and ability to meet applicable deadlines; and
- h. Overall responsiveness to this RFP

After reviewing all submissions, the selection team may request to meet with its top candidates. The City of Imperial reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.

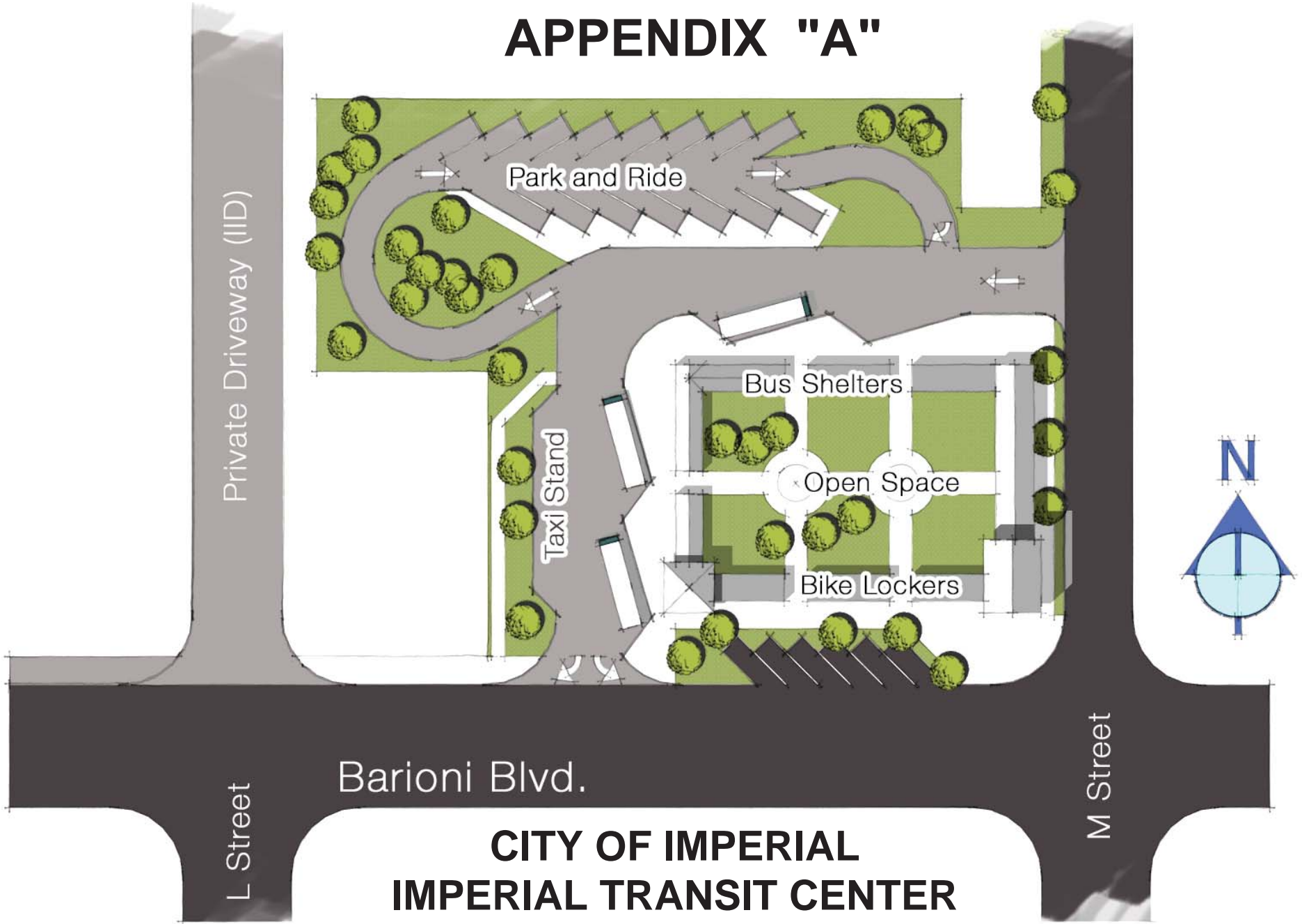
Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.

The City anticipates making its final selection on or around April 15, 2015.

This RFP is not intended and should not be construed to commit the City of Imperial to contract with any proposer. All costs incurred in connection with responding to this RFP will be borne by the proposer.

After proposals are opened, all responses and documents submitted in conjunction with this RFP become public documents available for review by the public.

APPENDIX "A"



Private Driveway (IID)

Park and Ride

Taxi Stand

Bus Shelters

Open Space

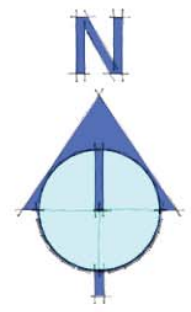
Bike Lockers

L Street

Barioni Blvd.

M Street

**CITY OF IMPERIAL
IMPERIAL TRANSIT CENTER**



APPENDIX "B"

EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION

The Agency has established a DBE goal for this Contract of _____%

OR

The Agency has not established a goal for this Contract. However, proposers are encouraged to obtain DBE participation for this contract.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-O2 *Consultant Contract DBE Information* must be included with the Request for Proposal. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
 - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: <http://www.dot.ca.gov/hq/bep/>.
 - 1. Click on the link in the left menu titled *Disadvantaged Business Enterprise*;
 - 2. Click on Search for a DBE Firm link;
 - 3. Click on *Access to the DBE Query Form* located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the

purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.