

DATE SUBMITTED 2/25/2021
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 3/3/2021

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 38

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: RFP 02-2021 STATE ROUTE 86 IMPROVEMENT PROJECT 1. AUTHORIZATION TO SEEK PROPOSALS FOR ENGINEERING DESIGN SERVICES FOR STATE ROUTE 86 IMPROVEMENT PROJECT	
DEPARTMENT INVOLVED: City Manager's Office	
BACKGROUND/SUMMARY: Whereas the Imperial City Council gave direction to staff during a special workshop on Jan 16, 2021 to move forward with the SR 86 improvement project. The City took possession of SR 86 in Dec of 2016. In a continued effort to increase safety measures, promote pedestrian accessibility, and provide economic opportunities along the corridor, staff is requesting Council's review and consideration the attached Request for Proposal (RFP). The funding for this project will be LTA, Measure D funds and will provide a complete traffic study of the 3.5 mile stretch of highway in addition to a "shovel ready" master plan for the infrastructure project.	
FISCAL IMPACT: To Be Determined – Estimated \$850,000.00	ADMIN SERV INITIALS <u>AS</u>
STAFF RECOMMENDATION: it is staff's recommendation to authorize and allow the City to seek proposals for this project.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: Agrees with Staff's recommendation	CITY MANAGER'S INITIALS <u>ACM</u>
MOTION: SECONDED: AYES: NAYES: ABSENT:	
APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:	



REQUEST FOR PROPOSAL FOR ENGINEERING DESIGN SERVICES FOR THE STATE ROUTE 86 IMPROVEMENT PROJECT

Request for Proposal No. _____

Project Funded By: Local Transportation Authority, Measure D

Submission Date: April 2, 2021 at 3:00 PM

City of Imperial
City Manager's Office
420 S Imperial Avenue
Imperial, CA 92251
Phone: (760) 355-4373

Email: abrown@cityofimperial.org.

I. OVERVIEW

The City of Imperial, a municipal government of California, invites professional firms to submit proposals to provide Engineering Design, Architectural Design Guidelines, General Plan amendments for Circulation and Land Use Elements, Zoning text amendments, Environmental Impact Report, and Traffic Study Services for the State Route (SR) 86 Improvement Project.

II. BACKGROUND

The City of Imperial was incorporated in 1904 and is located in the south-central County area in Imperial County. It is thirteen miles north of the Mexican Border and three miles north of the County Seat in El Centro, CA. The City has a population of 19,939, is 6.9 square miles, and covers approximately 1,500 acres stretching along both sides of State Route (HWY) 86, the major north-south route through Imperial County.

The City of Imperial took ownership of SR 86 in 2016 after concluding negotiations with Caltrans to relinquish to 3.5 mile stretch that runs through the City's corridor. This will be referred to as the project "site".

The City of Imperial, working through the Local Transportation Authority (LTA), Measure D, provides a half-cent transportation sales tax. Ninety-two percent (92%) of the funds collected go directly to the cities and County to pay for critical infrastructure projects. This will be the primary funding source for this proposal.

III. SCOPE OF WORK

The City of Imperial is soliciting proposals for the purpose of hiring a qualified consulting firm to Develop a community-driven vision, a set of design guidelines and Engineering design for SR 86. The successful consultant should include a team of civil engineers, architects and other support consultants to complete each task of this RFP. The team must complete a General Plan Amendment for Circulation and Lan Use Elements and Zoning Code text amendment to include development standards for all zones abutting SR 86.

The project must follow the Third Party Contracting Requirements as stipulated in the 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.

In preparing a response to the Request for Proposal (RFP), the consultant shall address the following specific components that should be included in the scope of work. The tasks set for the below are intended to provide a guided framework for the proposal. The final scope of work will be coordinated with City staff and the selected consultant. It is the intent of the final scope to provide a full set of engineered plans for a phased construction of the project.

Task 1. Background and Information Gathering

The selected consultant will meet with City staff and other stakeholders to develop a full understanding of the project. Necessary filed data will be obtained by the consultant, including but not limited to, a Traffic Study of the project site, and to prepare a full set of construction plans.

Task 2. Design

The Consultant will develop a vision of the future for SR 86, a set of design guidelines that will illustrate the desired development and foster economic development through on action-based implementation. The vision will include five main components:

- Urban Design and Streetscape
- Land Use, Circulation, and Parking
- Redevelopment and Infill
- Cultural and Historic Celebration
- Economic Development

The improvements are described as follows:

Landscaped Center Median and Shoulder. Landscape the center median and east shoulder along SR 86, and Citywide Entry monuments, beginning at Treshill Road and End at Ralph Road, to identify the entrance to the City. The landscaping should focus on xeriscaping and drought-tolerant plants in a manner that still provides for ample “green” and vibrant colors.

Multi-Purpose Trail. A landscaped multi-purpose trail in the western shoulder area provides a great pedestrian and bicycle amenity while also providing for a unique visual enhancement. The meandering trail will include decorative low walls, xeriscaping, and interpretive features (e.g. names of trees, historic markers, etc.). Building of the trail may require the development of a box culvert to accommodate drainage.

Gateway Features. Major gateway features, along with enhanced crosswalk treatments, should be added to the right-of-way to signify entrance to the City of Imperial.

The Engineering design of the SR 86 Improvement Project shall be in accordance with the classification in the Green Book, and Caltrans Standard Specifications and City of Imperial Details. Plans should culminate the development of a phased approach for implementation that identifies short-term actions, as well as long-term strategy. Recommendations should include clear plans for phasing and general costs associated with each recommended task.

Task 3. Traffic Flow and Infrastructure

This study and plan should analyze traffic flow at normal and key times (major events, seasonal peaks, and peak usage times) and provide concrete steps for its improvement, as well as analyzing current infrastructure along the project site (Exhibit A) prioritizing improvements that will immediately affect positive pedestrian access, mobility and ADA compliance, while also placing an emphasis addressing traffic issues such as excessive travel speeds and commercial vehicles along SR 86 corridor. The study and plan should identify geometric elements that create sight distance challenges and operational characteristics (signage, markings, etc.) that may have room for improvement. Recommendations should include measures to reduce vehicular travel speeds, improve sight distance at intersections, potential locations to modify traffic control operations (e.g. signal light, round-a-bought, stop signs, etc.), opportunities to improve pedestrian visibility and reduce pedestrian conflicts. At a minimum, this area should include measures to reduce vehicle travel speeds and commercial traffic along SR 86, modify traffic control operations at Ralph Road, Belford Road, 12th Street, 10th Street, 6th Street, 4th Street, 2nd Street, Airport Road, Wall Road, and Treshill Road.

Task 4. Pedestrian Accessibility

Explore current bicycle and pedestrian infrastructure, identify problem areas and opportunities for improvements, and provide recommendations on how best to create a pedestrian and bicycle infrastructure that enhances connectivity, livability, ADA access, and safety for the project site. Provide recommendations on creative strategies to address future demand for bicycle/pedestrian access with a focus on managing the mobility and access by means other than vehicular travel, specifically how to encourage walking and biking and how to provide circulation throughout the City through other creative means.

Task 5. Environmental

The Consultant shall prepare and process all applicable environmental documents including technical studies in compliance with the California Environmental Quality Act.

Conduct and complete the National Environmental Policy Act (NEPA) Review Process of the Project Site as defined by 40 CFR 1508.1. Including, but not limited to, Categorical Exclusion Determination (CATEX), Environmental Assessment/Finding of no significant impact (EA/FONSI), and Environmental Impact Statement.

Task 6. Bid Documentation

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

- One full-size reproducible set of final (phased) improvement plans with each page stamped and signed
- Three 24x36 copies of final plans
- Three unbound copies of project construction specifications
- One hard copy of final engineer's opinion of cost

Task 7. Other meetings

Organize and conduct a community outreach program consistent with State and Federal laws. The Consultant should include a minimum of two (2) community meetings and two (2) public hearings. Public Hearings will be conducted before the Planning Commission and the City Council. The Consultant will assist City Staff in preparing all Staff Reports, notices, and respond to any public or agency comments.

The Consultant may need to attend up to five (5) meetings with City Staff. These meetings can be in the form of a conference call. In addition, the Consultant should plan on attending up to three (3) local meetings with stakeholders. Consultant shall provide the City with bi-weekly status updates via e-mail and conference meetings.

IV. SCHEDULE

Release Date	March 5, 2021
Submittal Date	April 2, 2021
Award Date	April 21, 2021
Notice to Proceed Date	April 23, 2021
Completion Date	June 30, 2021

V. 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, and appropriately tabbed and labeled in the following order:

a. Introduction

Cover Letter and an Executive Summary of the Organization.

b. Scope of Work

Outline your approach to the project and how it relates to the performance period show in “schedule.” Provide a work plan comprised to complete desired tasks outlined in item III of this RFP. A List of deliverables for each task, and a schedule of completion. Include your hourly billing rates and estimated project work hours. Lastly, an estimated NOT TO EXCEED itemized total cost.

c. Qualifications and Personnel

Describe your firm’s resources, experience and capabilities. Outline the firm’s background, qualifications and ability to perform the scope of services required. Identify and include a resume for the primary consultant assigned to this project and his/her alternate responsible for the contract and performance period. Identify key project support staff and any relevant qualifications they may have to the project. Identify subcontractors proposed for this project.

d. References

Identify two to three successfully completed projects of similar scope. Preferably those with direct involvement with municipal government in California. Please include the name of agency, project manager, contact information and description of work performed. A project currently underway may be included for consideration.

e. 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 (\$1M). The selected consultant will be required to provide a Certificate of Insurance as part of the awarded contract.

f. Additional Data

Proposal 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.

g. 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. Interested consulting firms should include an estimated NOT TO EXCEED itemized total cost in this section.

VI. PROPOSAL SUBMITTAL

To be considered, please submit two (2) hard copies and one (1) digital PDF on a flash drive of your proposal to:

Debra Jackson, City Clerk
City of Imperial
420 S Imperial Avenue
Imperial, CA 92251

Proposals shall be enclosed in sealed envelopes with the name of the bidder, the date and hour of opening, and marked "CITY OF IMPERIAL STATE ROUTE 86 IMPROVEMENT PROJECT RFP NO. 2021-___." If mailed, please also include the language "SEALED PROPOSAL – DO NOT OPEN WITH REGULAR MAIL."

Proposals must be received no later than Friday, April 2, 2021 at 3:00 PM. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Proposers assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. Any proposer's failure to submit its proposal to the City Clerk's Office by the deadline stated will cause the proposal to be rejected. Late proposals and amendments will not be opened or accepted for evaluation.

VII. REVIEW AND SELECTION PROCEDURE

The following evaluation criteria will be used in selecting a consultant for this project:

- Personnel Qualifications & Experience
- Previous Studies and Plans Completed
- Project Approach

- Project Schedule
- Familiarity with needs of municipal government entity
- Overall Responsiveness to 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.

After proposals are opened, all responses and documents submitted in conjunction with this RFP become public documents and submit to the Public Records Act.

The City of Imperial anticipates making our final selection on, or about, April 9, 2021. The recommended award will be taken to the City Council for discussion/action on the April 21, 2021 Regular Meeting Agenda.

- VIII. EXHIBIT A – PROJECT AREA MAP
- IX. EXHIBIT B – PROPOSED CONTRACT
- X. EXHIBIT C – INSURANCE REQUIREMENTS