



Request for Proposal

P2024-01

City of Imperial Pavement Management System

Released: February 16, 2024

Important Dates

Proposal Due: March 15, 2024 at 2:00 P.M.
Award of Contract: April 03, 2024 (Tentative)

City of Imperial
Community Development Department
400 South Imperial Avenue
Suite 101
Imperial, CA 92251

Phone: (760) 355-1152
Fax: (760) 355-4718

Overview

The City of Imperial is requesting proposals from qualified, interested firms for updating its 2013 Pavement Management System (PMS).

Currently, the City of Imperial has just over 27 miles of arterial and collector roadways, plus an additional 48 miles (+/-) of residential roadways, this is a total of approximately 75 miles, encompassing over 1.6M square yards of asphalt surface.

The new report shall include a comprehensive survey and inventory of the streets that the City has right now. Services being requested include the preparation of reports to assist the City in maintaining and rehabilitating said streets and roadway system. This RFP covers all of the city's paved and unpaved streets and alleys within the City's incorporated boundaries.

The City will utilize this program to plan, budget and manage the maintenance, repair, rehabilitation, and/or replacement of the City's entire roadway system. The objective of the PMS is as follows:

- A. Determining the present performance status of our roadway network (segment by segment) which includes the preparation of field data inventory logs.
- B. Identifying and determining a preventive maintenance program for the roadway network with respect to City's five-year budget forecast.
- C. Identifying the feasible rehabilitation alternatives per street segment.
- D. Preparing a five-year rehabilitation program for the needed street segments with respect to the City's budget forecasts, and an optimum financial plan that will be required to maintain desired acceptable pavement serviceability.
- E. Forecasting future pavement performance for each street segment.

I. Scope of Work

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.

Task No. 1: Data Gathering

Meet with City staff to review the November 2013 Pavement Management System (PMS) Report to be updated, schedule, budget, project documents, project goals, format of deliverable and clarify responsibility of each party.

Review all maintenance and rehabilitation activities conducted by the City.

Task No.2: Pavement Condition Survey (PCS)

- a. Collection of field data to perform a PCS of residential, collector, arterial Street and alleys for both asphalt and concrete roadways.
- b. Inspection of the entire pavement area and surrounding off-site areas, including, without limitation, curb, gutter, sidewalk, adjacent intersecting pavement, roadways, and slopes that may influence the pavement.
- c. Identify the following for areas of distress:
 - i. Types of distress and failure.
 - ii. Severity of distress and failure
 - iii. Extent of distress and failure
- d. Perform a continuous objective pavement crack survey to measure the amount of transverse, longitudinal and alligator pavement cracking present. The Consultant shall classify pavement cracking according to the severity and extent of the cracking over the entire length of each pavement segment.
- e. Identify any areas that include poor construction of the original pavement installation or subsequent repairs.
- f. Identify any open joints.
- g. Calculate Pavement Condition Index (PCI) block-by-block or at break points established by the city. All personnel and equipment to update the PCS are to be provided in the proposal.

Task No. 3: Identification and Determination of a Preventative Maintenance Program and Rehabilitation Strategy

The Consultant shall identify the type of maintenance, rehabilitation, or replacement treatments required for each street segment and the estimated cost for performing these alternative treatments. Required maintenance and rehabilitation treatments shall include, without limitation, details such as level of

pavement structural repair or surface repairs required before surface treatments and overlays are performed. The Consultant shall meet with the Project Manager to determine the City's current practice of pavement treatment. This analysis shall also include minor maintenance treatments such as recommending and costing the repair of individual pavement distresses, which are identified in the distress survey.

Task No. 4: Identification of Rehabilitation Priorities

Consultant shall provide the City several sets of priority and benefit/cost analyses listings for determining project order and timing. Methods used for the analyses shall be based on discussions held with City staff regarding the City's needs, desires and policies for setting street maintenance priorities. Consultant shall provide an engineering discussion with the priority listings in the final report. This discussion shall analyze each of the options and make recommendations as to the best prioritization methodology to be used by the City.

Task No. 5: Preparation of a Five-Year Rehabilitation Program

The Consultant must generate a Multi-Year Plan for performing maintenance and rehabilitation projects. The Consultant shall estimate deterioration each year for all street and alley segments and then recompute for available funds for the remaining years in the analysis period. The Multi-Year Plan and background analysis shall be presented in the final report along with an engineering discussion regarding the use and implementation of the Multi-Year Plan.

Task No. 6: Financial Planning

Consultant shall hold meetings with City staff to define the budget sources. The Consultant shall recommend the required maintenance and rehabilitation treatments, and provide an estimate of the cost for the activities. The recommended treatments for the individual segments shall be shown in priority order to indicate which costs should be incurred first.

Task No. 7: Final Report

The Consultant shall prepare a final report. The report shall include, without limitation, the methods, findings and recommendations of the Consultant, which shall be presented in a single comprehensive document which, should include findings generated as part of other tasks described herein. The Consultant shall include clear & legible colored map exhibits as part of the report.

The Consultant must provide hard copy color coded maps of streets (with street names attached) depicting varying ranges of overall condition index. Maps showing the attribute information as described in this project will be generated and included as an appendix to the final report.

II. 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 sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact 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 governments 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. **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

III. Proposal Submittal

To be considered, three (3) hardcopies and one (1) electronic copy of your proposal should be delivered no later than 2:00 P.M. on Friday, March 15, 2024 in a sealed envelope clearly marked on the outside as follows:

ATTN: CITY CLERK
“SEALED PROPOSAL FOR PAVEMENT MANAGEMENT SYSTEM
DO NOT OPEN WITH REGULAR MAIL”.
BID NO. P2024-01

City of Imperial, City Hall
420 S. Imperial Avenue, Imperial, CA 92251

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.

The electronic copy should be saved in PDF format and submitted in a USB Flash Drive along with the three (3) hardcopies.

Questions regarding this Request for Proposal may be directed to Jesus Villegas, Project Manager, City of Imperial Community Development Department, 400 South Imperial Avenue, Suite 101, 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.

Questions should be received no later than 12:00 P.M on Monday, March 11, 2024.

IV. 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:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with needs of a municipal/governmental entity;
5. Ability to provide a local presence during the process;
6. Proposed schedule and ability to meet applicable deadlines; and

7. 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.

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.