



# REQUEST FOR PROPOSAL ENGINEERING DESIGN SERVICES RFP 2022-07

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Aten Blvd Class II Bike Lane from Vilore Way to  
Austin Rd

Release Date: Tuesday, October 17, 2022

Submittal Deadline: Monday, November 07, 2022 at 3:00  
P.M.

Community Development Department  
400 South Imperial Avenue, Suite 101  
Imperial, CA 92251  
(760) 355-1152  
[www.cityofimperial.org](http://www.cityofimperial.org)

## I. **Overview**

The City of Imperial, California invites professional firms to submit proposals to provide Engineering Design Services for the *Aten Blvd Class II Bike Lane from Vilore Way to Austin Road*.

## 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 an estimated population of 19,321 people according to latest population estimated from the State Department of Finance.

The City of Imperial, working through the Local Transportation Authority (LTA), Measure D, provides for a half-cent transportation sales tax. 92% of the funds collected go directly to the cities and County to pay for critical road repair projects, 5% is targeted for regional projects, 2% for transit projects and 1% for administration. These funds make the majority of road repairs possible for local cities and the County. In addition, funding from the Congestion Mitigation and Air Quality (CMAQ) Program, a federal-aid transportation program, will be applied for the construction of this project.

The project site is on Aten Blvd, from Austin Rd to Vilore Way, which runs in an east/west direction and is approximately 3,680 linear feet.

## III. **Scope of Work**

The City of Imperial is soliciting proposals for the purpose of hiring a qualified consultant to design Aten Blvd Class II Bike Lane from Vilore Way to Austin Road. The successful consultant should include a professional team with at least one licensed civil engineer. The project consists of installing high visibility Class II bike lanes on both sides of Aten Blvd between Vilore Way and Austin Road. All striping is to be installed using thermoplastic in order to increase the life of the improvements. Traffic signs will also be installed to increase motorist awareness and further increasing bicyclist safety.

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.

In preparing a response to this Request for 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 filed data will be obtained by the consultant to prepare working drawings.

### Task II. Design

The design of the Aten Blvd Class II Bike Lane from Vilore Way to Austin Road shall be in accordance with the classification in the Green Book, and Caltrans Standard Specifications and City of Imperial Details. 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 improvement plans with each page stamped and signed by a licensed professional Civil Engineer registered in the state of California;
- Three 24x36 copies of the final improvement plans;
- Three unbound copies of BID documents and project construction specifications;
- One hard copy of the final Engineer's Opinion of Probable Construction Cost;
- All of the above shall also be provided in electronic formats (AutoCAD, MS Word, etc.).

### Task IV. Hourly Documentation

- Include hourly rates schedule.

All construction bid documents shall incorporate 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.

## Schedule

Release Date	October 17, 2022 (Monday)
Submittal Date	November 07, 2022 at 3:00 P.M. (Monday)
Anticipated Award Date	November 16, 2022 (Wednesday)
Notice to Proceed Date	December 06, 2022 (Tuesday)
Completion Date	January 25, 2023 (Wednesday)

## 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, property 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 for Tasks 1, 2, and 3.
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 and subcontractors proposed for the project.
  - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for 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 their 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 project 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. The lowest cost proposal will not necessarily be selected.

v. **Proposal Submittal**

To be considered, please submit three (3) hardcopies and one (1) digital PDF copy (new USB/drive) of your proposal by Monday, November 07, 2022 at 3:00 P.M. to:

City of Imperial  
420 S. 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.”**

**RFP 2022-07**

**ATTN: JILLIAN MEHDIPOUR, PUBLIC RECORD ANALYST  
SEALED RFP FOR ENGINEERING DESIGN SERVICES  
“ATEN BLVD CLASS II BIKE LANE FROM VILORE WAY TO AUSTIN ROAD”**

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 Community Development Department, 400 South Imperial Avenue, Suite 101; Imperial, CA 92251 or via email at [jvillegas@cityofimperial.org](mailto:jvillegas@cityofimperial.org).

All questions should be submitted in writing no later than Friday, October 28, 2022 and all prospective consultants will receive copies of the questions and responses.

## VI. Review and Selected Procedure

An evaluation committee 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 cost 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.

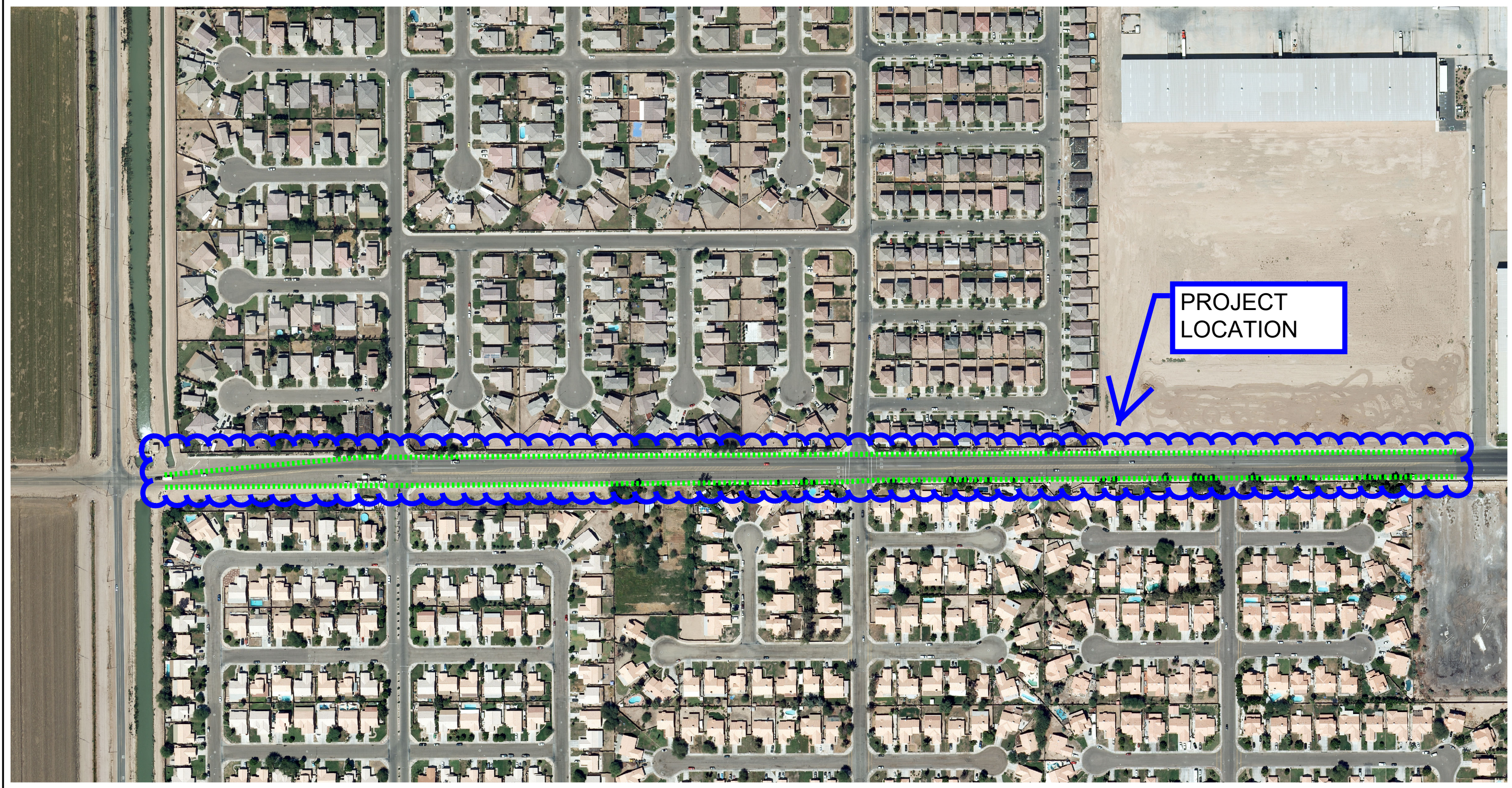
This RFP is not intended and should not be construed to commit the City of Imperial to contract with any proposer. All costs incurred in connection with responding to this RFP will be borne by the proposer.

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

# EXHIBIT 'A'

# LOCATION MAP

# EXHIBIT A



## City of Imperial

CMAQ Aten Blvd Class II Bike Lane  
from Vilore Way to Austin Rd

CLASS II BIKE LANES

