



REQUEST FOR PROPOSALS ENGINEERING DESIGN SERVICES

ATEN BOULEVARD & CROSS ROAD INTERSECTION IMPROVEMENTS

Release Date: Wednesday, January 16, 2019

Submittal Deadline: Monday, January 28, 2019 at 3:00 p.m.

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

I. **Overview**

The City of Imperial, California invites professional firms to submit proposals to provide Engineering Design Services for the Aten Boulevard & Cross Road Intersection Improvements.

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.

The project site is at the intersection of Aten Blvd., which runs in an east/west direction, and Cross Road, which runs in a north/south direction.

III. **Scope of Work**

The City of Imperial is soliciting proposals for the purpose of hiring a qualified consultant to design the Aten Blvd. & Cross Road Improvements. The successful consultant should include a professional team with at least one licensed civil engineer. The project consist of 1,200 linear feet of sidewalk, curb and gutter, upgrading existing traffic signal hardware by installing new pedestrian countdown signal heads, accessible pedestrian signal (APS) push buttons, asphalt road resurfacing plans, and ADA compliant curb ramps and crosswalk striping.

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 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 filed data will be obtained by the consultant to prepare working drawings.

Task II. Design

The design of the Aten Blvd. & Cross Road Intersection Improvements 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.
- Three 24x36 copies of the final improvement plans.
- Three unbound copies of 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	Wednesday, January 16, 2019
Submittal Date	Monday, January 28, 2019
Award Date	Wednesday, February 6, 2019
Notice to Proceed Date	Tuesday, February 19, 2019
Completion Date	Wednesday, March 20, 2019

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) copies of your proposal by Monday, January 28, 2019 at 3:00 P.M. to:

Debra Jackson, City Clerk
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.”

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 maybe 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.

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 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.

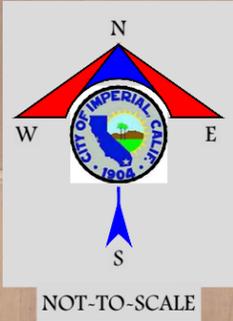
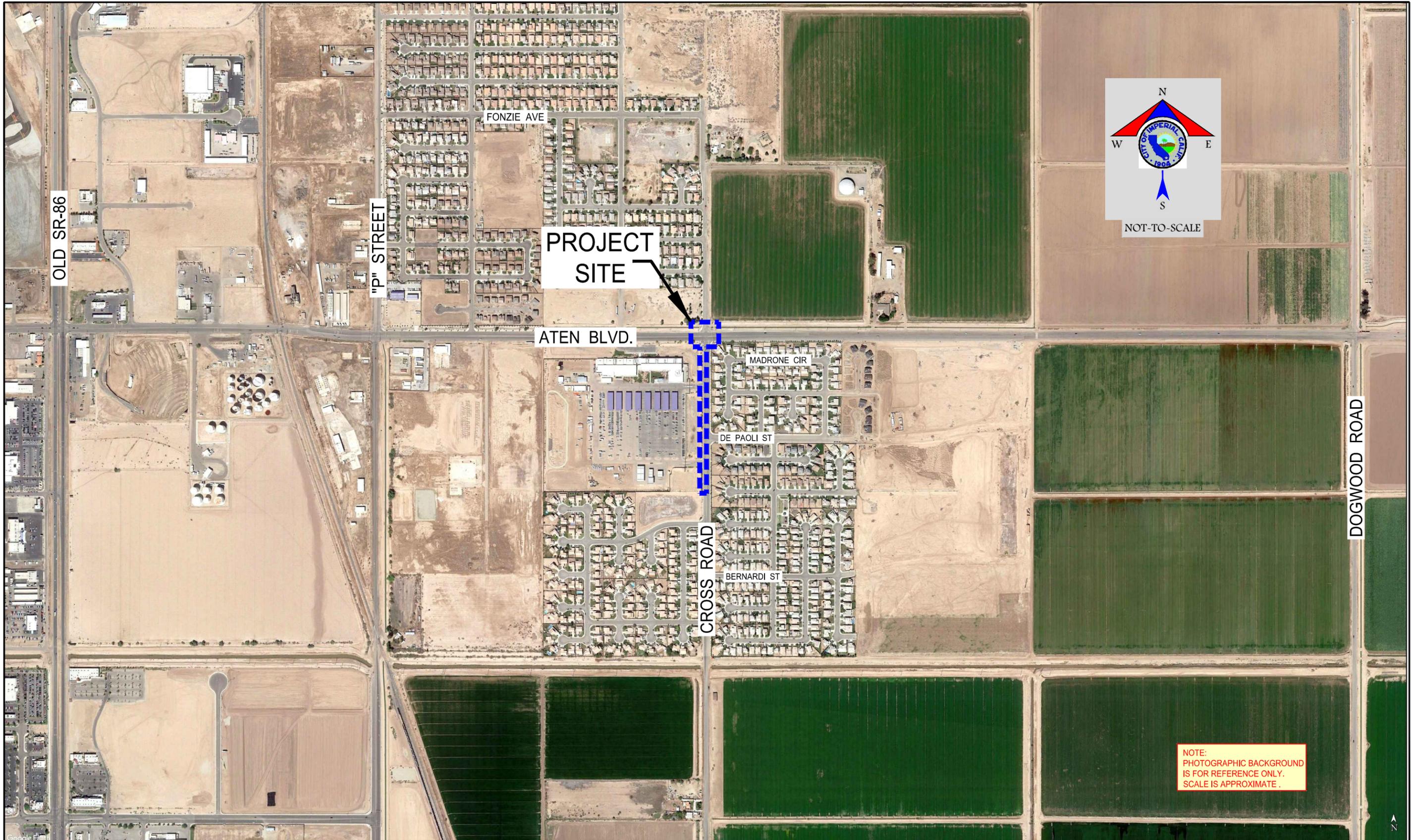
Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.

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.

EXHIBIT 'A'

LOCATION MAP



PROJECT SITE

ATEN BLVD.

FONZIE AVE

"P" STREET

OLD SR-86

MADRONE CIR

DE PAOLI ST

BERNARDI ST

CROSS ROAD

DOGWOOD ROAD

NOTE:
PHOTOGRAPHIC BACKGROUND
IS FOR REFERENCE ONLY.
SCALE IS APPROXIMATE.



400 South Imperial Avenue, Suite 101
Imperial, CA 92251
Ph: (760) 355-3840 • Fax: (760) 355-4718

COMMUNITY DEVELOPMENT DEPARTMENT
EXHIBIT "A"
PROJECT SITE
ATEN BLVD & CROSS RD INTERSECTION
DATE: 01/16/2019

SHEET
1
OF **1** SHEETS