



CITY OF SAN BERNARDINO
Development Services Department
Public Works Division

REQUEST FOR PROPOSAL

TO

**PROVIDE ENVIRONMENTAL AND CIVIL ENGINEERING
DESIGN SERVICES FOR THE WIDENING OF FORTIETH
STREET FROM JOHNSON STREET TO ELECTRIC AVENUE
(SS04-014)**

ISSUED ON: JUNE 16, 2016
DUE ON: THURSDAY, JULY 14, 2016, AT 4:00 PM

I. INTRODUCTION

The City of San Bernardino is soliciting the services of a consulting engineering firm for design of the widening of Fortieth Street from Johnson Street to Electric Avenue from two lanes to four and designing the upgrade of an existing traffic signal at Fortieth Street and Electric Avenue. The intersection of Fortieth Street and Electric Avenue will be reconfigured as part of the project.

II. BACKGROUND

Fortieth Street is currently two lanes, one in each direction through the project limits. Limited widening has occurred in some areas. This project seeks to enhance the capacity of Fortieth Street by widening it to four lanes from Johnson Street to Electric Avenue and upgrading the existing traffic signal at Fortieth and Electric Avenue to accommodate four traffic lanes. When the project is completed, Fortieth Street will be a four lane arterial street from Kendall Drive to Valencia Avenue.

The project will also include modifications to the existing traffic signal at Fortieth Street and Electric Avenue to provide a fully actuated traffic signal to match the new intersection configuration. The signal shall be designed to provide for future interconnection with other signals along Fortieth Street. Re-configuration of the Fortieth Street and Electric Avenue intersection will be needed.

The consultant shall identify right-of-way needs and prepare plats and legal descriptions for the right-of-way to be acquired. Attached are sketches showing concept lane configurations prepared by the City several years ago. This concept plan was intended to minimize the right-of-way needed from adjacent properties. This concept shall be verified as workable by the consultant and used as a guide; however, it does not necessarily represent the final lane/improvement configuration.

III. SCOPE OF SERVICES

1. Consultant shall prepare and complete all required environmental studies, environmental documents, right-of-way documents, construction documents, including plans, specifications, and cost estimates for the following items:
 - a) Documents and studies necessary for clearance under the California Environmental Quality Act (CEQA). It is anticipated that the environmental document will be no higher than a Mitigated Negative Declaration. Consultant shall prepare concept plans, the Initial Study (IS) and all necessary supporting studies required by the IS checklist. After approval of the IS, the Consultant shall prepare a Mitigation Monitoring,

Reporting Program (MMRP) and Notice of Determination. City staff will present the IS and MMRP to the City Council for adoption and staff will file the Notice of Determination with the Clerk of the Board of Supervisors. The City will pay any fees associated with the filing.

If an Environmental Impact Report (EIR) is required for this project, an Amendment to the contract will be negotiated. All Amendments must be approved by the City Council prior to any work being done under terms of the Amendment.

- b) Surveying and civil engineering services to prepare complete plans, estimates and technical specifications for the widening of Fortieth Street to four lanes from Johnson Street to Electric Avenue. The selected consultant shall conduct a design survey, and prepare all necessary plans, including roadway, drainage, sewer, signing and striping, street lighting, traffic signal at the intersection of Fortieth Street and Electric Avenue, and demolition plans ready for bidding. The consultant shall coordinate with necessary utility companies and obtain necessary clearances, service points and approvals, including verifying an electrical feed point for the traffic signal and street lights as necessary.
- c) Pavement investigation and report signed by a Geotechnical Engineer to address existing pavement thickness and recommended structural section for new paving. The Geotechnical Engineer shall provide recommendations with respect to subgrade preparation, compaction requirements, slope stability, drainage, soil corrosivity and other pertinent geotechnical items.
- d) Identification of existing Right-of-Way (R/W) and preparation of a R/W map, legal descriptions and plats. R/W map shall be 22" x 36". Legal descriptions and plats shall be 8-1/2" x 11".
- e) Hydrology and hydraulic report conforming to the requirements of the City's Storm Drain Design Policy shall be provided.
- f) Design re-configuration of the intersection of Fortieth Street and Electric Avenue to provide 4 through lanes and left turn pockets on all 4 legs. The island and free right at the northeast corner can be eliminated.
- g) Design upgrade of a fully actuated 8-phase traffic signal for the intersection of Fortieth Street and Electric Avenue. The design of the traffic signal shall include a "spread-spectrum" interconnect capability along Fortieth Street. Remote access capabilities shall be included.

- h) Obtain feed point for traffic signal and street lights electrical services and obtain design approval from Southern California Edison. The City will pay any applicable fees.
 - i) Obtain a remote access data link connection for the signal through the local communication provider. The City will pay any fees involved.
 - j) Pothole existing underground utilities where a high probability for conflict exists. Compensation for potholing shall be on a per pothole basis and shall be stated separately from the consultant's design fee.
 - k) Research existing right-of-way and identify needs for additional right-of-way. Depending on the final lane configuration, additional right-of-way may be needed for the widening and corner cut acquisition may be needed at the intersections. The consultant shall prepare legal descriptions and plats of the right-of-way to be acquired. Acquisition of the right-of-way shall be the responsibility of the City.
2. Consultant shall prepare the improvement plans, specifications, and cost estimates for the project in conformance with City of San Bernardino standards, Caltrans standards, and the requirements of the California Manual of Uniform Traffic Control Devices (CMUTCD), latest edition.

Plans, specifications, and estimate shall conform to the following requirements:

- a) Plans shall be prepared in accordance with the City's Policies and Procedures and Standard Drawings available at:

http://www.ci.san-bernardino.ca.us/cityhall/publicworks/engineering_division/default.asp

- b) The plans shall clearly show existing conditions, including but not limited to, the location and type of signing and striping, pavement markings, storm drain facilities and street condition. Cross-sections at 25 feet maximum on center will be required.
- c) Consultant shall be responsible for survey, research and other data or work needed to establish existing topography, lines and grades. Information readily available from City files will be made available to the consultant at no charge.
- d) Consultant shall prepare a demolition plan on 22" x 36" sheets. These plans shall be designed so they can stand alone in case the City chooses to phase the project to allow time for undergrounding and relocation of utilities.

- e) Street improvement plans shall clearly indicate the type and location of existing and proposed storm drain and street improvements, including but not limited to curbs, gutters, sidewalk, curb ramps, and cross gutters, and street lights.
 - f) A separate Traffic Signal modification plan is required which shall include a signing and striping plan sheet showing the type and location of existing and proposed signing and striping, including but not limited to lane striping, stop bars, cross walks, pavement markings, raise pavement markers and any other traffic control devices. The signal and signing and striping plans shall conform to the City's Policy, Procedures and Standards.
 - g) All improvements shall be designed in compliance and accordance with the Americans with Disabilities Act (ADA).
 - h) The Consultant shall design the project to comply with latest requirements of the National Pollutant Discharge Elimination System (NPDES).
 - i) Consultant shall prepare a Notice of Intent and a Storm Water Pollution Prevention Plan (SWPPP) for the project and obtain approval through the Regional Water Quality Control Board. An erosion control plan shall be included in the SWPPP. The City will pay any fees associated with review and approval of the Notice of Intent and SWPPP by the Board.
 - j) The street improvement plans shall include, but not be limited to, curbs, gutters, berms, and curb ramps. Limits of pavement, sawcuts, removals and construction should also be shown. Improvements, which are intended to be completed in the future, shall be clearly identified as such.
 - k) The plans, specifications and cost estimates shall be signed and sealed by a civil engineer licensed to practice civil engineering in the State of California.
3. Consultant shall meet and confer with City staff periodically during the preliminary design phase to resolve design issues and ensure continuity with City standards and preferences.
 4. Consultant shall conduct utility research and identify the location and depth of all existing utilities within the limits of the proposed improvements. Consultant shall prepare a transmittal letter to the various utility companies operating in the area and vicinity map for signature of the City Engineer. Sufficient information shall be contained in the map and transmittal to clearly identify the type and extent of the proposed improvements. Consultant shall

be responsible for identifying and resolving utility conflicts both overhead and underground. All utilities, including depth, alignment and the disposition thereof, shall be shown on the roadway plan and in the profile.

5. Consultant shall pothole existing underground utilities where a high probability for conflict with proposed improvements exists. Alignment, size and depth of the utility at the point of conflict shall be determined by the Consultant's survey party. Compensation for potholing shall be on a per pothole basis and cost of potholing shall be stated separately from the consultant's design fee. Results of the potholing shall be plotted on the roadway plan and in the profile.
6. Consultant shall identify any additional improvements that are required to construct the proposed street improvements. Additional improvements may include but not be limited to curb and gutter, drainage improvements, storm drains, street widening, curbs, ADA curb ramps, and channelization. If additional improvements are required, consultant shall include the design of those improvements in the scope of the proposal and incorporate them into the plans, specifications and cost estimates.
7. Consultant shall submit an updated project schedule within 1 week of receiving a notice to proceed, indicating the design tasks and project timing from start to submittal of final PS&E. The Consultant shall estimate two (2) City plan reviews for each plan set. Each review should be estimated to take three (3) weeks for schedule purposes. Consultant shall provide an updated schedule showing progress and timing no less frequently than once a month.

IV DELIVERABLES

Environmental Phase

- Concept Plans – Two hard copies and AutoCAD file.
- Initial Study (IS) – Two hard copies and Word file
- Supporting studies – Two hard copies and PDF file.
- Mitigation Monitoring and Reporting Program (MMRP) – Two hard copies and Word file.
- Notice of Determination (NOD) – Two hard copies and word file.

Plans Specifications & Estimate Phase & Right-of-Way

- Sixty percent roadway, signal, street lights, storm drain and striping plans – two hard copy sets 22" x 36" and AutoCAD file.
- Draft Hydrology and Hydraulic Calculations & Report – two hard copies and PDF file.

- Draft Pavement Investigation and Report – two hard copies and PDF file.
- Draft Right-of-Way map (22" x 36"), Plats and Legals (8-1/2" x 11") – two hard copy sets and AutoCAD file.
- Draft Notice of Intent and SWPPP including erosion control plan (22" x 36") – two hard copies of each and Word file.
- Sixty percent specifications – two sets and Word file.
- Sixty percent construction cost estimate – two hard copies and Excel file.
- Final Roadway, Signal and Striping Plans - one set (signed and sealed by the design team) on mylar (22" x 36" x 0.007 weight).
- Final roadway, signal, street lights, storm drain and striping plans (22 x 36 size) two hard copies.
- Final Roadway, Signal and Striping Plans electronic in AutoCAD 2000 format, Two CD's.
- Final special provisions 8-1/2 x 11 size), two hard copies.
- Final special provisions electronic on CD (word format) - Two CD's.
- Final Hydrology and Hydraulic Calculations & Report - two signed hard copies.
- Pavement Investigation and Report – two signed hard copies
- Final quantity calculations two hard copies.
- Final Engineers Estimate, two hard copies.
- Final Notice of Intent and SWPPP including erosion control plan (22" x 36") – two hard copies. Erosion Control Plan in AutoCAD 2000 format. Notice of Intent and SWPPP in Word format.
- Final Engineers Estimate, Final Hydrology and Hydraulic Calculations & Report, Final Pavement Investigation and Report – two hard copies and electronic hard copies on CD (Excel format for Engineers Estimate and final quantity calculations, Word for other reports) - Two CD's.
- Final Right of Way map (22" x 36"), final plats (8-1/2" x 11") and final legal descriptions (8-1/2" x 11") – two hard copies.
- Final Right of Way map in AutoCAD 2000 format, final plats in AutoCAD 2000 format, and Final legal descriptions in Word for Windows format – two CD's.

V PROPOSAL REQUIREMENTS

- A. Four (4) hard copies of the proposal shall be submitted to the following:

City of San Bernardino
 Department of Development Services
 Public Works Division
 ATTN: Saba Engineer, P.E. Principal Engineer
 300 North "D" Street, 3rd Floor
 San Bernardino, CA 92418

- B. Proposal must be sealed and clearly marked on the outside:

PROPOSAL TO PROVIDE ENVIRONMENTAL AND CIVIL ENGINEERING DESIGN SERVICES FOR THE WIDENING OF FORTIETH STREET FROM JOHNSON STREET TO ELECTRIC AVENUE (SS04-014). DELIVER UNOPENED TO SABA ENGINEER.

Proposals shall be received in hand by this Division up to the hour of 4:00 P.M. on Thursday, July 14, 2016.

B. Responsive proposals will include, but not be limited to, the following:

1. Responsive proposals will present a Scope of Services that includes, at a minimum, the above described services and any other tasks necessary for completion of a competent design (PS&E) which will provide for the successful construction of the proposed improvements.
2. Identify the professional, technical and support staff that will be performing the work associated with the proposed scope of services. Short resumes may be included, but extensive resumes should be limited to key personnel only.
3. Include a timeline indicating project milestones for the delivery of final plans, specifications, and cost estimates ready for public bid, including but not limited to a flow chart showing project tasks and timing. Include allowances for review periods.
4. Include a list of similar projects recently completed by the Consultant, identifying the location, date, agency and contact person name, and address and phone number.
5. Availability of staff. Please provide an estimate of the percentage of time each of the key staff will be available to work on this project.
6. Names of sub-consultants to be used for specific aspects of the project, including a summary of previous working arrangements on similar types of work.
7. Statement of local preference eligibility, including identification of any office located in the City of San Bernardino and the number of employees stationed at the office, the number of employees doing business inside the City limits, and a machine copy of your firm's City of San Bernardino Business License.
8. Items, actions or information the Consultant expects to be provided by the City.

9. Any comments or suggestion that the Consultant believes necessary to improve the finished project or to comply with the requirements of this RFP.
10. **Separate sealed envelope.** Not-to-Exceed fee, broken down as indicated below, for the work required by this RFP, together with an hourly rate sheet applicable to this project for classifications above, including all materials and expenses, shall be submitted in a separate sealed envelope. **Please note that the City will not pay or compensate separately for travel time, courier services, mileage or reimbursement for travel to the City of San Bernardino to attend meetings or conduct the activities necessary to complete tasks required to be performed as part of consultant services.**

A separate fee (in the same sealed envelope) shall be stated for potholing. A price per pothole and an estimated number of potholes shall be provided.

The fee proposal shall include the total fee and a separate fee breakdown for the widening of Fortieth Street and for the traffic signal improvements. This breakdown is necessary for cost tracking within the City's Capital Improvement Program.

VI. SELECTION PROCESS

The selection process will be based on a point system and will consist of three phases as follows

1. First phase selection shall consist of an evaluation by staff of proposals based on factors identified in the attached sample evaluation sheet. An additional five (5) points will be given to City of San Bernardino based consultants. In order to be deemed as "City of San Bernardino Based Consultant, the company shall have an office with a minimum of one (1) owner or employee doing business inside the City limits and shall possess a City Business License. A maximum of 100 points can be achieved in this phase of the selection process.
2. The second phase of selection shall consist of an interview of the Consultants presenting the top rated proposals. It is anticipated that at least three (3) Consultants will be interviewed. Evaluation by staff of the interviews will be based on factors identified in the attached sample evaluation sheet. An additional five (5) points will be given to City of San Bernardino based consultants. In order to be deemed as "City of San Bernardino Based Consultant, the company shall have an

office with a minimum of one (1) owner or employee doing business inside the City limits and shall possess a City Business License. A maximum of 100 points can be achieved in this phase of the selection process.

2. The third and final phase of the selection process will consist of staff submitting a final package to the Mayor and Council for consideration of approval. Final scores of the top three consultants will be submitted to the Mayor and Common Council with a recommendation to award an Agreement for Professional Services to the consultant with the highest numerical score. However, the Mayor and Common Council have the prerogative to award an Agreement for Professional Services to any of the top three consultants or reject all proposals.
3. If the Mayor and Common Council award an Agreement for Professional Services, the selected consultant will be requested to execute an Agreement for Professional Services (draft copy attached). Failure of the consultant to execute the Agreement within 60 days of approval by the Mayor and Common Council will void the approval.

VI ANTICIPATED PROJECT SCHEDULE

Consultant should expect to confer with the City at least once a month for updates on project progress, questions, problems and accomplishments.

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| RFP Released to Consultants | June 16, 2016 |
| Receive Proposals | July 14, 2016 |
| Notice of Selection & Award of Contract | Sep 19, 2016 |
| Notice to Proceed and kick off meeting | Oct 10, 2016 |
| 1 st Monthly Progress meeting | Nov 15, 2016 |
| Draft IS | Nov 30, 2016 |
| Final IS | Dec 14, 2016 |
| Draft Supporting Studies Due | Jan 12, 2017 |
| Final Supporting Studies Due | Jan 30, 2017 |
| Draft MMRP and NOD | Feb 16, 2017 |
| City Council adopts CEQA | Mar 20, 2017 |
| 60% PS&E, Reports, & Draft R/W documents due | Apr 03, 2017 |
| Final PS&E, Reports & Final R/W documents due | May 18, 2017 |

VII GENERAL

This "Request for Proposal" does not commit the City to award a contract, pay any costs incurred in the preparation of a proposal in response to this request, procure or contract for any services. All proposals submitted in response to this request will become the property of the City and may be used by the City in any way deemed appropriate. The City reserves the right to accept or to reject, in

part or in its entirety, the response to the request for proposal if such action is deemed to be in the best interest of the City.

Any contract entered into as a result of this proposal shall be considered to include the items of work detailed in this proposal unless specifically deleted in the proposal at the request of the City.

VIII PAYMENT

The Consultant that is recommended by Staff and approved by Mayor and Common Council shall attend the initial kick-off meeting at which the start date will be established. Once the Notice to Proceed has been given, the Consultant can submit for payments. The City will release funds at percentages with receipt of Plans, Notices, or Specifications. No payment shall be given above the percentage of completed work accepted by the City. The City shall hold 15% of the total cost for 360 calendar days after acceptance of plans and specifications by the City, or 45 calendar days after the City issues a Notice of Completion for the project, whichever occurs first.

Addenda to this RFP, if any, will be faxed or e-mailed to prospective Proposers no less than five (5) business days prior to the due date. Consultants shall be required to acknowledge receipt of all addenda as part of the proposal.

Please direct all questions/comments in writing to Michael W. Grubbs, Project Manager at grubbs_mi@sbcity.org or Fax at (909) 384-5190. Questions/comments received less than five (5) business days prior to the Proposal due date may not receive a response. Please note that responses to questions/comments will be shared with all prospective Proposers.

- ATTACHMENTS:**
1. Project Location Map
 2. Concept Sketches.
 3. As Built drawings.
 4. Survey Tie Notes.
 5. Draft Copy of Agreement for Professional Services
 6. Sample Evaluation Sheets