

REQUEST FOR PROPOSALS  
FOR PROFESSIONAL ENGINEERING SERVICES

CITY PROJECT NO. ST-81 (File No. 2015-04)  
FEDERAL AID PROJECT NO. HPLULN - 5294(011)



FOR THE

**SR-86/AVENUE 50 NEW INTERCHANGE PROJECT**

Preparation of  
Preliminary Engineering, Project Report/Environmental Document,  
Plans, Specifications and Estimates, and  
Construction Management, Materials Testing, Construction Surveying and Public Outreach.

CITY OF COACHELLA  
1515 Sixth Street  
Coachella, CA 92236

## TABLE OF CONTENTS

NOTICE OF REQUEST FOR PROPOSALS .....	I
SECTION I – INSTRUCTIONS TO OFFERORS .....	1
SECTION II – PROPOSAL CONTENT AND FORMAT .....	4
SECTION III – SCOPE OF WORK .....	7
SECTION IV – PROPOSED PROFESSIONAL SERVICES AGREEMENT .....	14
SECTION V – CALTRANS/FEDERAL FORMS .....	15
ATTACHMENTS.....	16



## **NOTICE OF REQUEST FOR PROPOSALS**

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The City of Coachella invites proposals from qualified consultants to perform Preliminary Engineering, Project Report/Environmental Document, Plans, Specifications and Estimates, and Construction Management, Materials Testing, Construction Surveying and Public Outreach Services, for the proposed new interchange on State Route 86 (SR-86) at Avenue 50.

A Project Study Report (PSR) was prepared and approved by Caltrans on August 8, 2005.

The project will include a new grade separated interchange with on and off ramps accessing to and from Avenue 50. It includes widening of Avenue 50 from the existing two-lane roadway to a six-lane corridor within the project limits. This interchange project is one of several ongoing projects in the Avenue 50 Corridor Improvements Program. The proposed improvements are required to tie-in to the City's "ST-69 - Avenue 50 Bridge over Coachella Valley Stormwater Channel project" at the west end, which is currently in the preliminary engineering phase. The selected Consultant shall coordinate with the City's Consultant on the Avenue 50 Corridor adjoining alignment and roadway profile.

The work to be performed consists of completion of the project's environmental analysis in order to satisfy the requirements of the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA), and other applicable local, state, and federal requirements, preparation of a Project Report, preparation of plans, specifications and estimates (PS&E), and construction management services.

The proposed improvements are funded with Federal High Priority (Demonstration [Demo]) identified in SAFETEA-LU, and local funds. All work and resulting facilities shall fully conform to the requirements set forth by the Federal Highways Administration (FHWA) and the State of California Department of Transportation (Caltrans). The project documentation and construction administration procedures shall conform to the requirements set forth within the Caltrans Project Development Procedures Manual.

### **Pre-Proposal Conference**

A pre-proposal conference will be held on TUESDAY, DECEMBER 8, 2015 at 2:00 p.m. at the City of Coachella, City Hall, 1515 Sixth Street, Coachella, California in the City Council Chambers. All prospective Offerors are encouraged to attend the pre-proposal conference.

Proposals shall be submitted to the following:

Jonathan Hoy, P.E., City Engineer  
City of Coachella  
1515 Sixth Street  
Coachella, CA 92236

Proposals shall be received at City Hall on or before 3:00 p.m. on TUESDAY, JANUARY 5, 2016.

Proposals, and amendments to proposals, received after the date and time specified above will be returned to the Offerors unopened.

Parties interested in obtaining a copy of this Request for Proposal, City Project No. ST-81 (File No. 2015-04), may download it from the City website, or do so by contacting:

Jonathan Hoy, P.E., City Engineer  
Engineering Department  
1515 Sixth Street  
Coachella, CA 92236  
Phone: 760-398-5744, or e-mail: [Jhoy@coachella.org](mailto:Jhoy@coachella.org)

The City may short-list one or more firms for further evaluation. Short-listed firms will be invited for interviews. Only shortlisted firms need to submit the cost proposal, which shall be delivered in a sealed envelope at the interview. Offerors shall submit a detailed cost proposal for all services and materials anticipated in completing the project. A detailed cost break-down for each project task and sub-task shall be submitted.

The City reserves the right to waive informalities and to reject all proposals at its sole discretion. Consultants are encouraged to keep their proposals brief and relevant to the specific work required.

The award of this agreement is subject to receipt funds adequate to carry out the provisions of the proposed agreement included in the identified Scope of Work.

## **SECTION I – INSTRUCTIONS TO OFFERORS**

### **A. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

This project is subject to Title 49 CFR 26. The CONSULTANT must include all DBE groups (i.e. African Americans, Asian Pacific Americans, Native Americans, Women, Hispanic Americans, Subcontinent Asian Americans, and any other groups whose members are certified as socially and economically disadvantaged).

The consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements would be a material breach of any contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

The selected consultant shall take necessary and reasonable steps to ensure that DBEs have opportunity to participate in the contract (49 CFR 26).

To ensure there is equal participation of the DBE groups specified in 49 CFR 26, the City of Coachella has established a Disadvantaged Business Enterprise (DBE) goal of 16% for this project.

### **B. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held on TUESDAY, DECEMBER 8, 2015, at 2:00 p.m. at the City of Coachella, City Hall 1515 Sixth Street, Coachella California, in the City Council Chambers. All prospective Offerors are encouraged to attend the pre-proposal conference.

### **C. EXAMINATION OF PROPOSAL DOCUMENTS**

By submitting a proposal, Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the City's objectives.

### **D. ADDENDA**

Any City changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offerors shall acknowledge receipt of addenda in their proposals by attaching a copy of each addendum to the proposal document.

### **E. CITY CONTACT**

All questions and contacts with City of Coachella staff regarding this RFP shall be directed to the following person:

Mr. Jonathan Hoy, P.E., City Engineer  
1515 Sixth Street  
Coachella California 92236  
Phone: 760-398-5744, or e-mail: JHoy@coachella.org

### **F. CLARIFICATIONS**

#### **1. Examination of Documents**

Should an Offeror require clarifications to this RFP, the Offeror shall notify the City in writing in accordance with Section F.2 below. Should it be found that the point in question is not clearly and fully set forth, the City will issue a written addendum

clarifying the matter. Addenda will be sent to all registered firms via first class mail or email.

2. Submitting Requests

- a. All questions, including questions that could not be specifically answered at the pre-proposal conference, shall be put in writing and shall be received by the City no later than 5:00 p.m. on TUESDAY, DECEMBER 10, 2015. All inquiries received after this deadline will not receive a response.
- b. Requests for clarification, questions and comments shall be clearly labeled, "Request for Information". The City is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
  - U.S. Mail / Personal Courier:  
Jonathan Hoy, P.E., City Engineer  
City of Coachella, City Hall – Engineering Department  
1515 Sixth Street  
Coachella, California 92236.
  - E-Mail: JHoy@coachella.org
  - Facsimile: (760) 398-1630

3. City Responses

Responses from the City will be issued in writing as an Addendum that will be sent to all registered firms. Offerors shall acknowledge receipt of City clarification responses by attaching a copy of each Addendum to their Proposals.

G. SUBMISSION OF PROPOSALS

1. Date and Time

Proposals shall be received at the Engineering Department at the Coachella City Hall on or before **3:00 p.m. on TUESDAY, JANUARY 5, 2016.**

Proposals received after the above specified date and time will be returned to Offerors unopened.

2. Address

Proposals delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

Jonathan Hoy, P.E., City Engineer,  
City of Coachella  
1515 Sixth Street  
Coachella, CA 92236

3. Technical Proposal Content and Evaluation Weighting:

- a. Qualifications, Related Experience, and References – 25%  
This section of the proposal should establish the ability of the proposed team to satisfactorily perform the required work by reasons of: experience in performing work of the same or similar nature; demonstrated experience working with agencies directly involved in this Project; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.
- b. Proposed Staffing and Project Organization – 35%  
This section of the proposal should establish the method that will be used to manage the Project as well as identify key personnel assigned.

c. Work Plan – 40%

This section of the proposal shall provide a narrative that addresses the Scope of Services and shows understanding of the Project needs and requirements.

4. Identification of Proposals

Proposal shall clearly marked with the consultant's name, address and phone number as well as the project name and service to be provided. Only one proposal per consultant will be considered. Offeror shall submit one (1) original and five (5) copies of its technical proposal.

5. Acceptance of Proposals

- a. The CITY reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. The CITY reserves the right to withdraw or cancel this RFP at any time without prior notice, and the CITY makes no representations that any agreement will be awarded to any Offeror responding to this RFP.
- c. Submitted proposals shall not be copyrighted.

H. PRE-CONTRACTUAL EXPENSES

The CITY shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the City;
3. Preparing for and attending an interview with the City
4. Negotiating with the City any matter related to this proposal; or
5. Any other expenses incurred by Offeror prior to date of award, if any, of the Agreement.

I. PRE-AWARD AUDIT

In accordance with Caltrans requirements and procedures, the selected consultant's cost proposal will be subject to a pre-award audit by Caltrans.

J. JOINT OFFERS

Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime and sub-consultant basis rather than as a joint venture. The City intends to contract with a single firm and not with multiple firms doing business as a joint venture.

K. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a not-to-exceed contract based on prices for individual tasks specified in the Scope of Work included in this RFP as Section III, Scope of Work.

## SECTION II – PROPOSAL CONTENT AND FORMAT

### A. PROPOSAL CONTENT AND FORMAT

Presentation of the proposals shall be typed, with a minimum **11 point** font and submitted on 8 1/2 x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11" x 17" format. Offerors should not include unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise. Proposals shall not exceed **twenty five (25)** pages in length, excluding any letter of transmittal and appendices. Forms, and resumes should be included in the appendices and will not be included in the page count. The proposals shall include all five sections below, except cost and Price proposal.

#### 1. Letter of Transmittal

The Letter of Transmittal shall be addressed to Jonathan Hoy, P.E, City Engineer, and shall, at a minimum, contain the following:

- a. Identification of Offeror that will have contractual responsibility with the City. Identification shall include legal name of company, corporate address, telephone and fax number. Include name, title, address, and telephone number of the contact person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal name of company, whether the firm is a Disadvantaged Business Enterprise (DBE), contact person's name and address, phone number and fax number. Relationship between Offeror and subcontractors, if applicable.
- c. A memorandum from a principal of each subcontractor firm indicating the specific portion of services the subcontractor will be performing. These commitment letters shall be included in the appendix section, they are not part of the page count.
- d. Acknowledgment of receipt of all RFP addenda, if any.
- e. A statement to the effect that the proposal shall remain valid for a period of not less than 180 days from the date of submittal.
- f. Signature of a person authorized to bind Offeror to the terms of the proposal.
- g. Signed statement attesting that all information submitted with the proposal is true and correct.
- h. Transmittal letter shall be limited to two (2) pages. It will not be included in the page count.

#### 2. Technical Proposal

##### a. Qualifications, Related Experience and References of Offeror

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of the same or similar nature; demonstrated experience working with affected local agencies directly involved in this project; experience working with Caltrans District 8, Federal Highway Administration; strength and stability of the Offeror; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.

Offeror to:

- i. Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- ii. Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.



- iii. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- iv. Describe experience in working with the various government agencies and private entities that may have jurisdiction over the approval of the work specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.
- v. Provide a list of past joint work by the Offeror and each subcontractor, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- vi. A minimum of three (3) references should be given. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

b. Proposed Staffing and Project Organization

This section of the proposal should establish the method that will be used by the Offeror to manage the project as well as identify key personnel and sub-consultants assigned.

Offeror to:

Provide education, experience and applicable professional credentials of project staff. Include applicable professional credentials of "key" project staff.

Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel in the appendix.

Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. The Project Manager shall be the responsible person in charge of leading the engineering services, per California Code of Regulations, Title 16, Division 5, §§ 400-476. Project Manager shall be knowledgeable of and comply with Caltrans requirements for delivering new interchange projects. Offeror personnel with FHWA New Connection Reports experience is highly desired.

Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.

- i. Include a project organization chart that clearly delineates communication and reporting relationships with the City among the project staff, and include sub-consultants.
  - ii. Include a statement that key personnel will be available to the extent proposed for the duration of the project, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the City.
- c. Work Plan
- Offeror shall provide a narrative that addresses the Scope of Work and shows Offeror's understanding of City's needs and requirements.

Offeror to:

- i. Demonstrate knowledge of the Project Understanding, knowledge of the overall City functional needs, technical work requirements of the projects; identification and knowledge of Federal, State, City, and other agency requirements, as applicable to the requested services.

- ii. Describe the Project Approach for completing the tasks specified in the Scope of Work. The work plan shall be of such detail to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule.
  - iii. Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.
  - iv. Identify any special issues or problems that are likely to be encountered during this project and how the Offeror would propose to address them.
  - v. Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.
  - vi. Develop a Project Schedule outline sequentially, the activities that would be undertaken in completing the tasks and specify who would perform them.
3. **Exceptions/Deviations**  
State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Offeror wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Offeror will be deemed to have accepted the contract requirements as set forth in Section IV: Proposed Professional Services Agreement.
4. **Appendices**  
The Appendices section shall include the following subsection tabs:
  - 4.1 Addendum or Addenda
  - 4.2 Commitment Letters
  - 4.3 Resumes
  - 4.4 Pertinent Documents, if requiredInformation considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.
5. **Caltrans Forms**  
All the required forms identified in Section V of this RFP must be filled out and included in the appendix and not in the page count. All required data, including DBE information and commitment shall be completed and signed, no exception.
6. **Cost and Price Proposal (Separate Sealed Envelope)**  
Shortlisted firms are asked to submit in a separate envelope, a detailed cost proposal. Cost proposals shall be prepared to follow the order and format of the items of work listed in SECTION III SCOPE OF WORK.

For example, the first item in the cost proposal should be Task 1 Project Management Services. Cost proposals shall, as a minimum, show all anticipated Prime and Sub-consultant costs by Task and Subtask, including personnel by classification, hours and hourly rates. Other Direct Costs shall be summarized at the Project level, rather than by Task. Cost proposals shall comply with prevailing wage requirements as applicable.

Only firms short-listed for interviews will be required to submit Cost Proposals. Cost Proposals will be required at the time of the interview.

### **SECTION III – SCOPE OF WORK**

The scope of work generally includes preliminary and design engineering, environmental document, and project management services necessary to pursue CEQA and NEPA environmental approvals for, and to complete the design of a new interchange on SR-86 at Avenue 50.

It is anticipated that the scope of work will include: Project Report/Environmental Document (PR/ED); and optional services of delivering the Plans, Specifications and Estimate (PS&E) Package, support services for Right of Way (ROW) engineering, and construction management services including preparing the as-built package.

Project management services shall be provided throughout all phases of the work.

The plans, designs, reports, and other documents furnished under this Scope of Services will be of a quality acceptable to the City per Caltrans Project Development Procedures Manual. Criteria for acceptance of the deliverables will include a neat appearance, must be organized and technically and grammatically correct, reflect incorporation of City and Caltrans review comments, and the work will have been checked and meet all of the contract requirements.

The following Scope of Work represents the minimum effort needed to complete the project. Offerors should review the listed tasks in detail and are encouraged to add additional tasks and propose enhancements, or procedural/technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

#### ***Design Standards***

1. Roadway design shall be in accordance with the Caltrans Highway Design Manual (HDM), American Association of State Highway Transportation Officials' (AASHTO) *A Policy on Geometric Design of Highways and Streets*, latest edition; City Standard Drawings, and City Master Plan of Streets, City Circulation Element; and City standard practices.
2. Bridge design shall be in accordance with Caltrans' Bridge Design Specifications Manual and other Caltrans bridge design standards.
3. Specifications shall be in accordance with the Caltrans Specifications, all plans within Caltrans right of way shall be prepared per Caltrans Plans Preparation Manual (PPM); all latest editions.
4. All dimensions shall be in English Unit.

#### ***Task 1 – Project Management (All Phases)***

##### **Coordination and Meetings**

The Consultant's Project Manager will take the lead in the coordination of all project activities, including coordination with other agencies, deliverables submissions, permits, and similar coordination efforts consistent with the scope of work.

- The Consultant shall conduct a project kick-off meeting with the City staff. The Consultant will present the Work Plan, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes.
- The Consultant shall schedule, attend, and conduct monthly Project Development Team (PDT) meetings throughout the Phase I and Phase II work. The Consultant shall prepare and distribute PDT meeting minutes to all PDT members.
- The Consultant shall attend other meetings as required (e.g., CVWD coordination, utility company, other agencies) to perform coordination and to execute the scope of work.

### Quality Assurance and Quality Control

The Consultant will have a Quality Assurance and Quality Control Plan in effect for the duration of the scope of services. The plan will establish a process whereby all deliverables are checked prior to any formal submission and all job-related correspondence and memoranda are appropriately filed. An appointed Quality Assurance Officer will monitor and review project activities and deliverable schedules.

### Project Schedule

The Consultant will prepare and periodically update a project schedule with tasks and milestones represented in Microsoft Project format. The Consultant will break down the schedule by logical tasks consistent with the scope of work and with enough detail to track project progress. Both a baseline schedule and tracking updates are required. The schedule must reflect realistic estimates of review periods by other agencies for tasks, such as reports, plans, permits, and coordination.

### Administration

- The Consultant will establish and apply internal accounting methods and procedures acceptable to the City for documenting and monitoring contract costs. The Consultant will submit a consolidated monthly invoice in a format acceptable to the City broken down in a manner consistent with the Work Plan (see below). The Consultant shall include with the monthly invoice a progress report that reflects the work completed within the invoice period.
- The Consultant will provide the City with copies of written correspondence between the Consultant and third parties pertaining specifically to the Project.
- The Consultant will maintain project files in accordance with its Work Plan.
- The Consultant shall also prepare the following Caltrans forms and documents:

### *Deliverables:*

*The Consultant shall deliver the following:*

- *Baseline project schedule and monthly schedule updates shall be in Microsoft Project 2013 (or newer) (electronic PDF and hardcopy formats)*
- *Meeting Agendas and Minutes (electronic PDF and hardcopy formats).*
- *Quality Assurance and Quality Control Plan (electronic PDF and hardcopy formats)*
- *Monthly invoices and progress reports, copies of written correspondence (electronic or hardcopy format).*

## ***Task 2 – Preliminary Engineering***

### Research of Record Information

The Consultant shall perform all research of agency records, as necessary, to secure the information, clearances, and/or plan review services required to identify, locate, and accurately lay out all of the underground improvements and easements, centerline, ROW, and private property lines.

The Consultant shall perform all research of private development plans adjacent to or affecting the Project site, as necessary, to secure the information, clearances, and/or plan review services required to identify, locate, and accurately lay out all of the underground improvements and easements, centerline, ROW, and private property lines.

The City will provide copies of available pertinent City records, such as survey ties, benchmarks, and street plans, which the City knowingly has in its possession.

### Surveys and Base Mapping

The Consultant shall perform design surveys to conform to the Caltrans Surveys Manual. The Consultant shall perform design survey to the current Caltrans-required accuracy for contours to perform the design,

establish the limits of the new ROW, and locate all existing utilities and the future location of the relocated utilities. The Consultant shall confirm required survey accuracy with Caltrans.

The Consultant shall provide base mapping suitable for design of the Project in the U.S. customary (English) unit and in digital format. Horizontal datum will be NAD 1983-1992, and vertical datum will be NAVD 1988. The Consultant shall be responsible to verify datum with Caltrans and the City. Surveys are to be in the U.S. customary (English) unit. The horizontal and vertical control shall be English.

#### Preliminary Engineering

The Consultant shall develop various conceptual viable alternatives and perform alignment studies to support the Project Report and the ED preparation, including development of horizontal and vertical geometry, typical section, and cost. To support the engineering effort, the Consultant will study geology, advance structures, utilities, drainage, traffic capacity, traffic operations, traffic management, and all of the tasks listed below.

#### Develop Alternatives, Cost Estimates, and Schedules

The Consultant shall refine viable alternatives that will satisfy project goals, be cost effective, and avoid or minimize environmental and ROW effects. The alternatives need to be estimated, and a schedule needs to be prepared. The development of cost estimates requires consideration of the impacts of each alternative. The estimates, although preliminary, need to be factual.

#### *Deliverables:*

*The Consultant shall deliver the following:*

- *Surveys Aerial Base Mapping*
- *Viable Alternatives Studies*
- *Rough Order of Magnitude Estimates*

#### ***Task 3 – Project Report***

The Consultant shall prepare a Project Report (PR) per Caltrans' Project Development Procedures Manual, Chapter 12 and Appendix K.

The Consultant shall prepare the required engineering studies to support the PR and the ED preparation, including development of horizontal and vertical geometry, typical section, and cost. To support the engineering effort, the Consultant will study geology, advance structures, utilities, drainage, traffic capacity, traffic operations, and traffic management.

As part of the PR development, the Consultant shall prepare preliminary geometric plans and profiles. The Consultant shall identify potential geometric issues, nonstandard features, proposed bridge profiles, preliminary ROW requirements, and any other constraints.

The PR will include existing and forecasted traffic, design volumes, and accident data; current cost estimate; design exceptions to both mandatory and advisory standards per Caltrans HDM.

The Consultant shall prepare the ROW requirements map and data sheet with rough order of magnitude estimate.

#### Viable Alternatives

The Consultant shall study various project alternatives, including variations that will satisfy project goals, be cost effective, and will avoid or minimize environmental and ROW impacts. The geometric designs shall support development of the PR/ED. The design must be consistent with the City's General Plan

document, and any other Specific Plan requirements in the project area. The "no-build" alternative shall be discussed in the PR.

The engineering features of the alternative should include the following:

- Typical sections
- Horizontal and vertical alignment
- Summary – ROW widths
- Structural section requirements
- Drainage structures
- Non-motorized and pedestrian features
- Any other appropriate information

#### Traffic Studies

The Consultant shall prepare a traffic forecast and operational analysis for existing and proposed conditions, including an analysis of adjacent segments of the freeway, as well as nearby existing and proposed interchanges. The results of operational analyses (with and without ramp meters) must demonstrate the adequacy of:

- Freeway mainline capacity
- Freeway weaving
- Ramp merging capacity
- Freeway diverge
- Ramp intersection capacity (and possibly others)
- Ability of crossroads and other local streets to effectively collect and distribute traffic from the new or revised interchange

#### Structures – Advance Planning Studies

The Consultant shall conduct a bridge evaluation to assess various structure alternatives for the bridge design and construction requirements of the proposed bridge, adhering to Caltrans Bridge Design Specification Manual and Other Design Standards. The Consultant shall prepare Advance Planning Studies (APS) and cost estimates for the various structure alternatives. The new design shall be staged so as not to reduce the number of lanes on Avenue 50 during construction.

All of the alternatives shall provide the required minimum vertical clearance. The advance planning studies must show sufficient detail so that consideration for environmental, permit, and traffic requirements can be cost estimated.

#### Geotechnical Design Report

The Consultant shall prepare a Geotechnical Design Report (GDR) documenting anticipated geotechnical conditions based upon site reconnaissance and available as-built plans from adjacent projects data. The **structures** GDR is to support the preparation of the structures APS for the various project alternatives under consideration.

#### Materials Report

The Consultant shall prepare the Materials Report (MR) identifying the required structural section and culvert pipe recommendations. The preliminary MR is based on assumed R-Values or prior R-Value tests data taken in the project's vicinity. Preliminary Materials Report provides information used as the basis for preparing project pavement material quantity and cost estimates.

#### Existing Utilities Research

The Consultant shall conduct existing utility research for all utilities within the Project limits to identify, locate, and accurately lay out all of the underground improvements.

The Consultant shall provide preliminary notification letters to the utilities and request current information. The Consultant shall provide additional notification letters to the utilities and/or call the utilities, as necessary, until a written response is received from the utility. The Consultant is responsible to complete and mail the document, and to provide the City with a copy. The Consultant shall measure the height of the existing overhead utility lines for traffic signal, safety lighting, and street light clearance.

#### Preferred Alternative

Identify the Preferred Alternative and describe any changes resulting from the comments received from circulation of the ED and the public hearing process, including proposed changes in the project design or any mitigating features. Describe the engineering, environmental, and planning rationale for selection of the Preferred Alternative.

#### Rejected Alternatives

Describe all viable alternatives that were considered and evaluated, including any alternatives rejected during the system planning and PSR stages. Document and explain the reasons of the rejection.

#### GAD Approval

Prior to approval of the PR, the Consultant will prepare final GAD, including preliminary ROW requirements, and submit for City and Caltrans review. The Consultant will conduct a final GAD review meeting with the City and Caltrans to obtain approval. Caltrans District 8 GAD Requirements, dated December 11, 2002, are attached.

#### Fact Sheet for Exceptions to Mandatory and Advisory Design Standards:

Consultant shall complete the Design Information Bulletin 78 Checklist to document any non-standard design features. The consideration of non-standard features will be closely coordinated with Caltrans to assure acceptability and compliance with state and federal requirements. Consultant shall prepare Fact Sheets to document non-standard features for the preferred alternative within the project limits.

#### Freeway Agreements

Consultant shall assist on coordinating and preparing exhibits for the freeway agreement. Caltrans will review and approve the freeway agreement exhibits.

#### Right of Way (ROW) Data Sheet

Consultant shall prepare the ROW Data Sheet, obtain public records, prepare ROW cost estimates with supporting documentation, to facilitate review. Caltrans will review and approve the ROW Data Sheet.

#### *Deliverables:*

*The Consultant shall deliver the following:*

- *Refined Alternative Alignment Studies [hardcopies and electronic PDF file]*
- *Preferred Alternative Alignment Study [hardcopies and electronic PDF & CADD files]*
- *Traffic Study Report [hardcopies and electronic PDF file]*
- *Refined Rough Order of Magnitude Estimates [hardcopies and electronic PDF file]*
- *Right of Way Requirements Map [hardcopies and electronic PDF & CADD files]*
- *Structures – Advance Planning Studies [hardcopies and electronic PDF & CADD files]*
- *Utilities Research Data and Base Map [hardcopies and electronic PDF & CADD files]*
- *Fact Sheets [hardcopies and electronic PDF file]*
- *Material Report [hardcopies and electronic PDF file]*
- *Geotechnical Report [hardcopies and electronic PDF file]*
- *Draft Project Report [hardcopies and electronic PDF file]*
- *Final Project Report [hardcopies and electronic PDF file]*

#### ***Task 4 – Environmental Documentation***

The Consultant shall prepare and submit a NEPA/CEQA questionnaire. Caltrans will make the final NEPA and CEQA determinations. The Consultant shall prepare environmental documentation in accordance with Caltrans Standard Environmental Reference (SER) and federal guidelines and procedures. The Consultant shall prepare the Purpose and Need and other required documents.

The Consultant will prepare the necessary technical studies and ED pursuant to CEQA, NEPA, and related requirements for the proposed Project, to address, as appropriate, traffic, noise impacts, air quality, lighting, wetlands, floodplains, wildlife and plants, historic and cultural resources, social and economic changes, parklands and recreational areas, hazardous waste, aerially deposited lead, water quality, energy, and visual effects. Once the appropriate level of ED has been identified (Negative Declaration [ND]/Finding of No Significant Impact [FONSI] or Initial Study [IS]/Environmental Assessment [EA]), the ED and supporting technical studies will be submitted to the City, Caltrans, and FHWA, as appropriate, for review and approval. In addition to preparing the environmental documentation, the Consultant will also be responsible for CEQA and NEPA public involvement processes.

The Consultant shall identify likely permits and shall assist Caltrans and the City in coordinating with permitting agencies.

Environmental studies will be prepared to meet CEQA, NEPA, and related requirements, and in accordance with the City, Caltrans, and FHWA guidelines. The Consultant will coordinate with the City and Caltrans in determining the specific content and format requirements for the reports. The Consultant shall prepare as appropriate, but not limited to, the following environmental studies:

- Cultural Resources (Archaeological Survey Report [ASR], Historic Resources Evaluation Report [HRER], Historic Property Survey Report [HPSR])
- Air Quality Report
- Traffic Analysis Study/Circulation Bikes and Pedestrian
- Hazardous Materials/Waste Initial Site Assessment (ISA)
- Traffic Noise Report
- Biological Resources and Wetlands
- Community Impacts Analysis
- Relocation Impact Document
- Floodplain Evaluation
- Water Quality Assessment
- Land Use Analysis
- Visual Impact Assessment

#### **Public Information Meetings**

The Consultant will assist the City and Caltrans in conducting Public Information Meetings to obtain public input. Records of public meetings will be prepared and submitted to the City and Caltrans. In addition, attendance at up to three (3) public meetings (i.e., Traffic and Transportation Commission, Planning Commission, and City Council) and preparation for these meetings should also be budgeted to solicit public input.

#### **Preparation of Draft ED**

The appropriate ED (ND/FONSI or IS/EA) will be prepared in accordance with the City Environmental Guidelines, Caltrans SER, and FHWA. Concurrent with the previously discussed technical analyses, the Consultant will prepare the appropriate Draft ED incorporating an environmental checklist, technical



analyses, a discussion of critical environmental issues identified, an analysis of the cumulative and indirect effects of the Project, mitigation measures, and a list of potential permits required.

#### Prepare Response to Comments

The Consultant will address comments received from agencies and the public during the ED circulation period and the public hearing. The responses will be submitted to the City and Caltrans for review.

#### Final ED

The Consultant will prepare an Administrative Final ED, which will be submitted to the City and Caltrans for review. The Consultant will revise the Administrative Final ED, which will be submitted to the City, Caltrans, and FHWA for approval and signature. Following review by the City, Caltrans, and FHWA, the consultant shall revise the Administrative Final ED and submit the Final ED for approval. The Consultant will prepare a Mitigation Monitoring Plan in a matrix format to accompany the Final ED. The matrix will include a description of each mitigation measure, organized by topic, numbered to correspond with the impacts, and referenced back to the ED. For each mitigation measure, the reporting process, timing of measure, responsible party, and verification of compliance will be identified.

#### *Deliverables:*

*The Consultant shall deliver the following:*

- *All required Environmental Technical Studies [hardcopies and electronic PDF file]*
- *Final Environmental Document [hardcopies and electronic PDF file]*

#### ***Task 5 – Plans, Specifications and Estimates (Optional Services)***

Upon satisfactory completion of the planning phase, the Consultant may be retained to perform the Design Phase, consisting of final design, ROW engineering, utility coordination, design surveys, PS&E, permitting, agency coordination, bid support, and services during construction.

Offerors shall not include in their proposals any detailed scope and/or cost proposal for these services until further written request by the City. The final design may take place concurrently with the environmental technical studies once the traffic analysis has progressed sufficiently to support final design decisions.

#### ***Task 6 – Construction Management Services (Optional Services)***

Upon successful completion of PS&E phase. The City will engage the Consultant to provide construction management, construction engineering and/or inspection, materials testing, construction surveying and public outreach services to administer the construction contract and prepare the as-built package.

The Consultant shall also furnish a Resident Engineer. The Resident Engineer shall be assigned to direct and coordinate construction activities under this contract. The Resident Engineer shall be in the responsible charge of construction management overseeing field inspection, material testing and construction survey activities, and public outreach of the project.

Other assistant resident engineers/construction inspectors may be assigned to specific project responsibilities as needed.

Offerors shall not include in their proposals any detailed scope and/or cost proposal for these services until further written request by the City.

#### **SECTION IV – PROPOSED PROFESSIONAL SERVICES AGREEMENT**

## **SECTION V – CALTRANS/FEDERAL FORMS**

Section V contains the following Caltrans Local Assistance forms:

1. Exhibit 10-I Notice to Proposers DBE Information
2. Exhibit 10-K Consultant Certification of Contract Costs and Financial Management System
3. Exhibit 10-O1 Consultant Proposal DBE Commitment
4. Exhibit 10-O2 Consultant Contract DBE Commitment (Includes with COST PROPOSAL only)
5. Exhibit 10-Q DISCLOSURE OF LOBBYING ACTIVITIES
6. Exhibit 10-V Non-Discrimination Clause

ATTACHMENT A:

## Vicinity Map

