

Request for Proposal
Professional Engineering Services for the
North Beale Road Complete Streets Project
Federal Aid Project



County of Yuba
Department of Public Works
8th Street, Suite 125
Marysville, CA 95901

To be on the proposal holder list and to be assured of receiving all addendums and Requests For Information (RFI's) responses the following information must be submitted to Yuba County via e-mail at: yubacountyprojects@co.yuba.ca.us. ALL correspondence shall be submitted through RFI's and be submitted via e-mail to this address.

Company Name _____

Mailing Address _____

Primary Contact Name _____

Primary Contact e-mail address _____

Primary Contact phone number _____

Secondary Contact Name _____

Secondary Contact e-mail address _____

Secondary Contact phone number _____

Addendums and RFI's will be sent via e-mail to both the primary and secondary contacts submitted.

The County of Yuba is accepting proposals for professional engineering services for the following project:

- North Beale Road Complete Streets Project

The tasks required to complete this project include project management, survey & base mapping, drainage studies, preliminary engineering, environmental studies/permitting, and final design. A more detailed description of the tasks required to complete this project are defined in the Scope of Work section of this proposal.

This is a federal aid funded project. Bidders are advised that, as required by federal law, the County of Yuba is implementing new Disadvantaged Business Enterprise requirements for Underutilized Disadvantaged Business Enterprises (UDBE). The County has established a 1.95% UDBE contract goal for the design portion of this project. The Consultant will be required to complete and submit the form titled Exhibit 10-O1 Local Agency Proposer UDBE Commitment (Consultant Contracts). Additionally, the Consultant's attention is directed to the most current version of Exhibit 10-I of the Caltrans LAPM.

Project Description:

North Beale Road Complete Streets Project

North Beale Road is the main arterial in the unincorporated community of Linda located south of Marysville and east of State Route 70. North Beale Road provides access to many residential neighborhoods and businesses in Linda and is the main access corridor to Beale Air Force Base.

The design for the Complete Streets shall include curb, gutter, detached sidewalk, center raised medians, landscape and irrigation, storm drain systems, street lighting, transit stops, and roundabouts or signal modifications. Part of the design process will be to perform feasibility studies to improve traffic flow by replacing up to three signalized intersections with roundabouts. The project will be broken into a minimum of 7 distinct sets that will allow the County to construct phases of the project as funding becomes available. The conceptual plan for North Beale Road is from the North Beale Complete Streets & Revitalization Plan which can be found in the Planning Department's website under the "Library" category and with the following link: <http://www.co.yuba.ca.us/departments/Community%20Development/Planning/Default%20Pages/North%20Beale%20Complete%20Streets.aspx>.

Scope of Work

The following is an outline of tasks required to do this work. The tasks should include, but not be limited to what is outlined below. Consultants preparing a proposal shall elaborate on these tasks within their proposal.

1. Project Management & Coordination

- a. This task will include the Consultant's management of the project and coordination between County staff, subconsultants and other various state and federal agencies as required to complete the tasks defined within the project scope of work. The Consultant shall comply with all requirements within the Local Assistance Procedures Manual (LAPM).
- b. This task will also include all Quality Control (QC) and Quality Assurance (QA) work. The Consultant shall perform all work utilizing the design standards and criteria defined in the following documents:
 - i. Yuba County Improvement Standards
 - ii. Yuba County Standard Plans
 - iii. Caltrans Highway Design Manual
 - iv. Caltrans Standard Plans
 - v. AASHTO
 - vi. California MUTCD
- c. The County will complete all necessary documents required by the LAPM including authorization requests, finance letters and Scope/Cost/Schedule Change request.
- d. The first design set of plans to be complete by the Consultant shall be the raised median from Lindhurst Avenue to Linda Avenue (see Final Design section).

2. Survey and Base Mapping

- a. The Consultant shall provide all work in order to complete topographic survey and base mapping for the project corridor. The work will include ground surveys, record data search and a boundary survey.
- b. The Consultant shall also provide permanent survey control, both horizontal and vertical, to be used for construction staking of the project.

3. Drainage Studies and Design

- a. The Consultant shall perform drainage studies of the surrounding contributing area and prepare a complete storm drain system for North Beale Road in accordance with Yuba County Standards. The storm drain design shall include, but not be limited to, analyzing contributing drainage areas, determine pipe sizes, determine pipe and gutter slopes, drainage inlet locations, determine manhole locations and sizes, and property drainage behind sidewalks.

4. Preliminary Engineering

- a. This task will include all work to develop the roadway design to be used for environmental approval and final design

- b. Consultant shall perform feasibility studies, including traffic volume studies, to replace signalized intersections with roundabouts at three locations on North Beale Road. If roundabouts are deemed feasible and desirable then Consultant shall design the roundabouts to be included as part of the final design. If roundabouts are not deemed feasible and desirable then Consultant shall design signal modifications to be included as part of the final design. Signal modifications may include, but not be limited to, cabinet upgrades, video detection, loop replacements, new signal heads, new pedestrian heads, and bicycle/motorcycle detection.
- c. Consultant shall design the landscaping and irrigation for the corridor, center medians and planter areas between curb and sidewalk, using species approved by Yuba County in the final design. The use of lawn or grass shall not be permitted in the landscape design. The landscape design shall provide shading of pedestrian ways and incorporate low water-demand and low maintenance species when possible.
- d. Consultant shall coordinate with Yuba-Sutter Transit and the County to determine locations for enhanced transit stops. Consultant shall incorporate requirements of Yuba-Sutter Transit to enhance transit stops that include, but are not limited to, benches, shelters, and bus turnouts in the final design

5. Environmental Studies

- a. The Consultant shall prepare all required studies and documents to obtain clearance with both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). The tasks shall include but not be limited to the following items:
 - i. Preparation of the Area of Potential Effects (APE) map
 - ii. Prepare/submit Preliminary Environmental Study (PES) form
 - iii. Technical studies
 - iv. Natural Environmental Study (NES) Report
 - v. Wetland Delineation Report
 - vi. Archaeological/Historical Survey Report
 - vii. Historic Property Survey Report
 - viii. Historical Resources Evaluation Report
 - ix. Public Notices (if needed)
- b. The Consultant shall coordinate and provide documentation to Caltrans in order to obtain final approval of NEPA.
- c. The County will utilize the various reports and studies mentioned above to prepare the Initial Study (IS) for CEQA. It is anticipated that a Mitigated Negative Declaration (MND) will be needed for this project. The County will process the CEQA documentation which will include submittal of the IS for public review, response to comments, preparation of a mitigation monitoring plan, adoption of the MND and filing the Notice of Determination (NOD).

6. Final Design and Engineering Services

- a. The Consultant shall prepare roadway, landscape plans, and estimates at 30%, 65%, 95% and Final Design. Specifications shall be prepared at 95% and Final Design for the PS&E packages. The Engineer's Estimate shall be prepared at 65%, 95% and Final Design. Consultant shall provide the County with mylar sheets of the Final Design and all pertinent AutoCad drawings and files. The plans shall included, but not be limited to, the following items:
 - i. Title Sheet and Location Map
 - ii. Typical Section and Construction Detail Sheet
 - iii. Layout Sheets
 - iv. Plan/Profile Sheets with Drainage Layout
 - v. Detour Layout Sheets
 - vi. Construction Area Signs Sheets
 - vii. Traffic Handling Plan Sheets
 - viii. Staged Construction Sheets
 - ix. Pavement Delineation Sheet
 - x. Roadway Cross Sections
 - xi. Roundabout Plan or Signal Modification Plans as applicable
 - xii. Landscape Plan
 - xiii. Irrigation Plan
- b. Plans, specifications, and estimates shall be prepared, and improvements will be designed in accordance with the current Caltrans Procedures Manual, Standard Specifications and Standard Plans and County Standards.
- c. Consultant shall design the improvements for the entire corridor, but plans shall be broken into smaller phases to enable the County to bid the project for construction in smaller designated segments. The County and Consultant will determine the best segmenting of the plans to best suit the needs of the County. The initial plan phases along North Beale Road are anticipated to be as follows:
 - i. The center raised median from Lindhurst Avenue to Linda Avenue (college entrance), including median landscaping, irrigation, and street lighting.
 - ii. Union Pacific Railroad to Hammonton-Smartsville Road.
 - iii. Hammonton-Smartsville Road to Linda Avenue (college entrance).
 - iv. Linda Avenue (college entrance) to Griffith Avenue.
 - v. Roundabout/Traffic Signal modifications at North Beale Road and Lindhurst Avenue.

- vi. Roundabout/Traffic Signal modifications at North Beale Road and Hammonton-Smartsville Road.
- vii. Roundabout/Traffic Signal modifications at North Beale Road and Linda Avenue.

7. Utility Coordination

- a. The County will coordinate and prepare all correspondences with the utility companies during the preliminary and final design process. The Consultant will perform potholing work if needed to accurately locate utilities and will coordinate with USA for such work. The County will coordinate the relocation (if required) and work with the consultant for protection of the existing utilities for the project based on the information obtained from the various affected utilities and potholing.
- b. The Consultant shall provide the County all necessary exhibits and drawings needed for coordination with the utility companies.

8. Right-of-Way

- a. The County will be responsible for obtaining all necessary easements and/or right-of-way needed to accomplish the work associated with this project. The County shall prepare the legal descriptions, plats, and Record of Surveys related to this task.
- b. The Consultant shall provide the County any mapping files needed to prepare the necessary documents.

EVALUATION CRITERIA

The Proposal for Professional Engineering Services submitted in response to this Request for Proposals will be used as a basis for selecting the engineering Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B "Evaluation Criteria" of this Request for Proposal.

CONTRACT REQUIREMENTS

The successful proposer will receive written notification of award of the RFP. Negotiations for contract agreement and payment will commence after notification. Final contract will need to be approved by County of Yuba's County Counsel and the authorized representative to sign the contract.

PROPOSAL REQUIREMENTS

Request for Professional Engineering Services – North Beale Road Complete Streets Project

Due Date	Prior to 5:00 p.m. – July 18, 2011
Required Copies	Technical Proposal: Three (3) copies Fee Proposal One (1) copy (Separate, marked, sealed envelope)
Submit To	County of Yuba Department of Public Works 915 8 th Street, Suite 125 Marysville, CA 95901
Submittal Identification	The submittal package shall be clearly marked “Professional Engineering Services – North Beale Road Complete Streets Project

These guidelines are provided for standardizing the preparation and submission of proposals by all Consultants for professional services. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process by the County, and to provide standards to better compare proposals.

A maximum of thirty (30) single sided or fifteen (15) double sided pages will be submitted (including the introductory letter and resumes).

Proposals will contain the following information in the order listed:

1. Introductory Letter:

The Introductory (or transmittal) letter shall be addressed to:

Mr. Van Boeck, Principal Engineer
Yuba County Department of Public Works
915 8th Street, Suite 125
Marysville, CA 95901

The letter will include the Consultant’s contact name, mailing address, telephone number, facsimile number and email address. The letter will address the Consultant’s understanding of the project and any other pertinent information the Consultant believes should be included.

The letter should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement enclosed herein. Proposed deviations and modifications to the contract agreement should be noted and supporting reasons provided.

Changes to the agreement will not be considered by the County once Consultant selection has been completed.

2. Office Location Where Work Will be Performed:

Include the office(s) where work will be conducted by the Consultant and subconsultant(s).

3. Qualifications and Experience:

Identify key staff and subconsultants proposed for the project team and their availability. Describe the responsibilities of the staff and extent of involvement with the project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing and approved by the County before the change is made. Three references are to be listed for each subconsultant. References will be contacted as part of the selection process.

The proposal must clearly describe the Consultant's ability for undertaking and performing the work. It must list projects of very similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team are recommended. Contact names and current telephone numbers are to be provided for each project. The projects listed should include the names of staff and other team members involved in the work.

Supportive information and references in support of the Consultant's qualifications may include graphs, charts, photographs, resumes, references, etc., and is at the Consultant's discretion.

The Consultant is reminded that the proposal must be specific and concise.

4. Work Plan and Project Schedule:

The proposal will include a detailed work plan which clearly identifies the tasks, bench marks and time required for each segment and phase of the work.

The proposal will address the services listed in this RFP and other services which the Consultant believes are applicable to the project.

A comprehensive schedule of work tasks will be included. The schedule will indicate the start date and length of time for completion of each task. Functions carried out by subconsultants should be clearly indicated. An arbitrary start of work date of September 1, 2010 may be used. Use of MS Project or similar program is recommended.

The Project Schedule shall include completing the raised median design (see Final Design) and the PS&E package for this phase by May 1, 2012 for submittal to Caltrans.

5. Federal and State Requirements:

Consultant and subconsultants must meet all Federal and State requirements as may be applicable. Consultant should address such requirements in the proposal.

6. Supporting Information:

The Consultant may include resumes, brochures, and other supporting information in this section.

7. Fee Proposal:

Consultant shall provide a fee proposal with an estimated budget for each of the tasks included in the Scope of Services. Separate line items shall be given for each roundabout design and for each traffic signal modifications. Each task budget will include labor and expenses, including subconsultant costs. Labor budgets will be computed by multiplying the planned labor hours by the billing rates of each staff member or labor classification. The fee proposal spreadsheet will depict the tasks in the left column and each of the labor classifications, rates, expenses and subconsultant costs in the top row. Total task budgets and the total fee shall be shown in the right column. The fee proposal shall be submitted in a separate, sealed envelope and marked "Fee Proposal".

CONSULTANT SELECTION PROCESS

After the period has closed for receipt of proposals, each proposal will be opened and examined to determine compliance with the requirements specified in the Request for Proposal (RFP). Any proposal that does not meet the format requirements will be eliminated from competition and returned to the Consultant. The County may reject any proposal if it is conditional, incomplete, or contains irregularities. The County may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Consultant from full compliance with the contract requirements if awarded the contract.

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the evaluation criteria shown herein.

The panel members will meet to tally and average scores for each proposal. The technical proposals will be ranked based on the average scores and the Consultants will be notified in writing. The selection panel will prepare the final ranking based on the criteria contained herein. Based on the rankings, the County may either decide to conduct interviews with the top two or three ranked firms, or the County may select a Consultant directly from the final rankings.

The County will then enter into negotiation with the top ranked Consultant. If agreement is reached, the firm will be recommended for award subject to approval by the Board of

Supervisors. If agreement cannot be reached with the top ranked firm, the County will close negotiations and may enter into negotiations with the second ranked firm.

This Request for Proposal does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the County to do so.

All products used or developed in the execution of any contract resulting from this Request for Proposal will remain in the public domain at the completion of the contract.

Upon approval of the selected Consultant by County, a mutually acceptable price will be negotiated; a written Agreement will be prepared, executed by the Consultant, and reviewed by the County for approval and execution. The Consultant will begin work immediately upon execution of the Agreement by the County.

Any proposal received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received prior to the specified deadline. Proposals received after the time and date specified above will not be considered and will be returned to the proposer.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

ADDITIONAL INFORMATION

The County of Yuba is an equal opportunity employer (EOE) and Disadvantaged Business Enterprises (DBEs) are encouraged to participate.

For additional information, please submit correspondence through a RFI to the following e-mail: **yubacountyprojects@co.yuba.ca.us**.

ATTACHMENTS:

Attachment(s) - Appendix B - Evaluation Criteria, LAPM Exhibit 10-O1 & 10-I