

COUNTY OF YUBA
REQUEST FOR PROPOSAL

*Engineering Services
For
Employment Village Infrastructure
Technical Master Plan*



PROPOSAL DUE DATE:

*Thursday, July 12, 2012
5:00pm PST*

The County of Yuba in partnership with the Yuba Sutter Economic Development Corporation (YSEDC) wishes to retain professional engineering services for the purpose of developing an Infrastructure Technical Master Plan for the 2,200 acre area designated in the County's recently adopted General Plan as Employment Village. The Employment Village area is located along Highway 65 between the community of Olivehurst and the City of Wheatland, adjacent to Beale AFB and is generally bounded by Highway 65, Ostrom Road, and South Beale Road. The Yuba County General Plan 2030 described the intent of the Employment Village land use designation as "Facilitate development of job-producing uses in the Highway 65 corridor in a mixed-use environment" and included allowable uses that ranged from light and general industrial, manufacturing, and warehousing to single family residential in the area east of Bradshaw Road so long as the residential development contributes to the construction of infrastructure for the job producing uses.

One of the primary obstacles identified for the Employment Village area is lack of infrastructure needed to develop such as sewer, water, drainage, and roadway circulation. The first step in overcoming this obstacle is to develop a planning level document (Infrastructure Technical Master Plan) that identifies a comprehensive path to address the infrastructure needs. The development of the drainage and roadway circulation infrastructure will ultimately be the responsibility of the County, whereas the water and sewer facilities will be developed by the Olivehurst Public Utility District (OPUD).

The County plans to supervise the development of the Employment Village Master Plan through contracted professional services, and is looking for the right individual or firm that has the technical and professional skills necessary to develop a workable and achievable Plan. The County has secured outside funding for the development of the Plan and as such the successful individual or firm will enter into a contract with the YSEDC for the below scope of work under the supervision of the County.

I. SCOPE OF WORK

Services to be provided include:

- Project management, which includes project kick off, design and program coordination meetings with the County and OPUD, and monthly status reports.
- Technical Master Plan –
 - Create an administrative draft Plan which includes a conceptual plan with supporting basis of design documentation, and preliminary design documents and cost estimates for sanitary sewer, domestic water, storm drainage, and roadway circulation.
 - Present the administrative draft Plan to the County and OPUD for review and respond to comments to create a draft Plan.
 - Circulate the draft Plan to all potentially affected local agencies for review and respond to comments.
 - Present the revised draft Plan and response to comments to the County for review.
 - Present the proposed final Plan to the County for approval.

II. STATEMENT OF QUALIFICATIONS

All submissions shall include the following information at a minimum:

- A company profile outlining history, experience, size, and affiliations. Please emphasize relevance to scope of work.
- References from a minimum of three recent customers/clients, preferably with similar needs as the County in scope and size, including their contact information.
- The names and qualifications of key personnel to be assigned to this project.
- Description of man-hour estimate and rate schedule for services to be provided.
- Proposed schedule.

III. ADDITIONAL REQUIREMENTS

- Selection will be made by a County/YSEDC Evaluation Team. The Evaluation Team, at its sole discretion, may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the proposers.
- Furnish to the YSEDC, ***upon award of contract***, certificate of insurance naming the YSEDC as an additional insured party in amounts requested by YSEDC and maintain such insurance during term of contract.

IV. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County/YSEDC makes no representation that any contract will be awarded to any respondent to this solicitation. The County/YSEDC also reserves the right to reject any and all proposals at its sole discretion. The contract, if awarded by YSEDC, will be awarded to the respondent whose proposal is considered the best value and will be determined based on man-hour estimate, responsiveness, completeness of services provided, responsibility, and evaluation criteria contained in Exhibit A:

- The lowest man-hour estimate is determined by the total man hours required to perform the required scope of work.
- Responsiveness means a respondent who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- A responsible respondent shall mean a Company or Sole Proprietor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.

Although man-hour estimate is a factor, the Evaluation Team will consider awarding the contract to the individual/firm that meets the best interest of the County/YSEDC as interpreted by the County/YSEDC.

V. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- RFP Form
- Project Understanding
- Detailed Scope of Work
- Statement of Qualifications
- References
- Description of man-hour estimate and service rate schedule
- Key Employee Information

VI. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- **Contract Term.** The term of the agreement resulting from this solicitation will be for six months, with two three month extensions at the YSEDC's option. The contract is expected to start in August 2012.
- **Project Schedule.** Upon receipt of proposals, and suitable review, the Evaluation Team expects to make a selection within two weeks. Once selected, Company and YSEDC will complete contract and agree upon start date.
- **Contract Form.** The final contract will incorporate the appropriate terms and conditions from this solicitation.
- **References.** Proposal must include a minimum of three references including contact information.
- **Submittal Instructions:** Before submitting a proposal, Contractors shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. The most current RFP Document, Amendments, and Notices are available on the County website: www.co.yuba.ca.us (Follow the link to "Online Services" on the left and

click "Current Solicitations") or by requesting a copy in person. **THREE** proposals must be submitted in a sealed envelope, clearly marked "**Engineering Services for Employment Village Infrastructure Master Plan**" to:

Yuba County Community Development and Services Agency
Attn: Sandy Williams
915 Eighth Street, Suite 123
Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by the Evaluation Team.

- **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Thursday, July 12, 2012 at 5:00pm**. A proposal may be withdrawn only by submitting a written request to the County prior to the time set for the closing date.
- **Proposal Validity.** Proposals must be valid for a period of not less than ninety days after the solicitation closing date.

VII. EXHIBITS

Exhibit A – Evaluation Criteria

VIII. QUESTIONS

Please send via email (preferred) or by phone to Sandy Williams (slwilliams@co.yuba.ca.us or 530-749-5430) by 2:00pm PST on Tuesday, July 3, 2012.

**COUNTY OF YUBA
REQUEST FOR PROPOSAL FORM**

(This form should be included with your Proposal)

The undersigned has carefully checked all information in his/her proposal and understands the County of Yuba will not be responsible for any errors or omissions in preparing this proposal. The proposal shall remain valid for any and all services provided for a period of ninety (90) days.

RFP NAME: **EMPLOYMENT VILLAGE INFASTRUCTURE TECHNICAL MASTER PLAN**

FIRM NAME: _____

CONTACT NAME: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FEDERAL ID NUMBER: _____

LICENSE NUMBER: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

**Exhibit A
PROPOSAL EVALUATION CRITERIA**

Consultant/Firm Name: _____

Each proposal will be evaluated on the basis of the following criteria and assigned a numerical score. A minimum score of 50 is required for applicants to be placed on the list for further consideration.

Evaluation Criteria	Points Possible
Engineering Experience & Project Understanding	30
<ul style="list-style-type: none"> • Firm/Project lead years of experience. • Experience developing similar technical master plans. • Overall understanding of project and work to be performed. 	
Yuba County Experience	20
<ul style="list-style-type: none"> • Experience designing infrastructure in Yuba County. 	
Project Management Experience	15
<ul style="list-style-type: none"> • Experience coordinating plans that cover multiple public agencies. • Experience delivering projects on time and under budget. 	
Cost Reasonableness	10
<ul style="list-style-type: none"> • Proposed man-hours versus services provided. 	

75 Total Points Possible	Proposal Score

Notes: _____

Rating Committee Member Signature: _____
 Date: _____