City of Oceanside – Development Services
300 North Coast Highway
Oceanside, CA 92054

Request For Proposals:
Professional Consulting Services
For
College Boulevard Improvements

Closing Date: ***Friday, August 2, 2013***
Closing Time: ***4:00 p.m.***
Location: ***Engineering Counter***
City Hall – South Building
300 North Coast Highway
Oceanside, CA 92054

Contact Person:
Gabor Pakozdi, Project Manager
Phone (760) 435-5080
Fax (760) 435-6175
gpakozdi@ci.oceanside.ca.us

Section One:

NOTICE TO PROFESSIONALS

Through this Request for Proposals (RFP), the City of Oceanside (CITY) is seeking proposals from qualified professional firms to demonstrate qualifications, experiences, and proposed approach to provide engineering, design, and bid and construction support for the proposed College Boulevard improvements. The project proposes to widen the intersection of College Boulevard at the Waring Road/Barnard Drive; widen the existing roadway north of Waring Road/Barnard Drive for approximately 650 feet; and add traffic calming, pedestrian safety, parkway, and median improvements on College Boulevard between Waring Road/Barnard Drive and Olive Drive.

Responses to this RFP should include details about qualifications and related experiences as described herein, and a detailed proposal defining the approach and process for the design and management of this project. The CITY intends to compare and evaluate all qualifying submittals and select the most qualified team based on proposal content, experiences and qualifications, understanding of the project, methodology to deliver the desired end products, the strategy for managing the project, and cost.

This is a Request For Proposals only; it should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP.

Section Two:

PROPOSED SCOPE OF WORK

Nothing in this proposed scope of work shall be interpreted as being all encompassing. The consultant's team shall be responsible to gain a full understanding of the work before submitting through site visits and staff interviews. Please contact Gabor Pakozdi at 760-435-5080 or gpakozdi@ci.oceanside.ca.us to arrange for an appointment to review or discuss background information.

The goal of the project is to provide roadway improvements on College Boulevard between Waring Road and Olive Drive.

The goal of this RFP is to hire a Consultant Team to develop a set of construction plans, specifications, estimates, documents, and reports to support the construction of this road improvement as outlined in the Recommended Alternative of the Project Study Report for College Boulevard. (See attached preliminary plans – Exhibit B. The entire Project Study Report is available for review upon request to the Project Manager.)

The precise scope of services shall be negotiated between the City and successful proposer.

I) LOCATION OF PROJECT:

This project is located on College Boulevard between Waring Road/Barnard Drive and Olive Drive (see attached maps – Exhibit B).

II) THE SCOPE OF THE PROJECT:

As the preliminary layout indicates, the project consists of the following:

- Widen three corners of College Boulevard's intersection with Waring Road/Barnard Drive:
    - At the south-east corner:
        - Increase the curb radius from 30' to 50'
        - Construct a two tier retaining wall system with corresponding right-of-way acquisition
        - Restripe the existing right-turn lane as a shared through/right-turn lane
        - Modify the traffic signal
    - At the north-west corner:
        - Widen College Boulevard at the curb return with corresponding right-of-way acquisition
        - Adjust the curb inlet on Barnard Drive
        - Restripe the existing right-turn lane as a shared through/right-turn lane
        - Modify the traffic signal
    - At the north-east corner:
        - Widen College Boulevard at the curb return with corresponding right-of-way acquisition
        - Construct retaining wall(s) to accommodate the 2:1 slope
        - Add 3rd through lane
        - Modify the traffic signal
    - Stripe new crosswalks
- Widen approximately 600' of College Boulevard on the east side north of Waring Road to extend bike lane and provide 3rd through lane as follows:
    - 200' of approximately 8' additional right-of-way
    - 200' of approximately 6' additional right-of-way
    - 150' of approximately 8' additional right-of-way
    - 50' of approximately 2' additional right-of-way

- Construct retaining walls on College Boulevard on the east side north of Waring Road as follows:
    - 230’ multi tier – approximate total height: 12’
    - 150’ multi tier – approximate total height: 9’
- Widen approximately 425’ of College Boulevard on the west side north of Barnard Drive to extend bike lane and provide 3rd through lane with approximately 5’ additional right-of-way
- Construct an approximately, 5’ high 460’ long retaining wall on College Boulevard on the west side north of Barnard Drive.
- On both sides of College Boulevard for an approximate distance of 3,000’ move the parkway adjacent to the curb and reconstruct the sidewalk adjacent to the right-of-way line.
- At the intersection with Roselle Avenue stripe new crosswalks.
- Approx.600’ north of Roselle Avenue install traffic-calming chokers to narrow the travel way.
- At the intersection with Marvin Street West lengthen the northbound left-turn pocket by approximately 106’.
- At the intersection with Marvin Street West:
    - Extend the curb returns into the travel way to reduce pedestrian crossing distance
    - Install ADA pedestrian ramps on all corners
    - Stripe new crosswalks
    - Adjust the existing curb inlets to the new curb locations with appropriate wings/openings for the current drainage requirements
    - Modify traffic signal/pedestrian signals
- At the intersection with Thunder Drive lengthen the southbound left-turn pocket by approximately 290’.

III) BACKGROUND:

In July of 2009 an Initial Study & Alternatives Report was prepared for the College Boulevard corridor by RBF. The Initial Study has found that a Mitigated Negative Declaration will need to be prepared for the proposed project. In December 2009 a Project Study Report was prepared by RBF for the College Boulevard Widening. (The Initial Study and the Project Study Report are available for review upon request to the Project Manager)

IV) GENERAL SCOPE OF THE CONSULTANT'S SERVICES:

CITY anticipates that the selected Consultant Team for this project shall provide a full complement of professional services for the development of this project. These services shall include, but not be limited to, those outlined below:

Preliminary Design Phase

- Become familiar with the project site by field visit, record research, and coordination with City staffs.

Design and Construction Document Phases

- Prepare the construction documents, plans, specifications, reports, studies, and estimates (Bid package) necessary for the construction of the proposed project. Please specify what documents and permits will be needed and the cost of their preparation in the cost proposal.

- The specifications shall be based on the current edition of the Standard Specification for Public Works Construction ("Greenbook").

- Coordinate and process with the responsible authorities to obtain the approval of the bid package and permits (60%, 90%, and final review).

- Provide assistance for public relations work (e.g., identify impacted properties, names, addresses).

- Prepare right-of-way acquisition plats and legal descriptions.

- Provide an accurate construction cost estimate at the design phase and just prior to the biding phase.

- Oversee, coordinate, and responsible for the work of all sub-consultants (e.g., Soils Engineer, Landscape Architect, Structural Engineer, Land Surveyor).

Bidding Phase

- Address bidder questions
- Evaluate and review contractor qualifications and bid packages
- Oversee, coordinate, and responsible for the work of all sub-consultants

Construction Phase

- Review and coordinate the shop drawings and material submittals
- Review and coordinate Request for Information from the contractors, City, and consultants
- Review and evaluate all contactor requests for change of work
- Provide consulting services as "Engineer of Record"
- Construction Staking
- Construction Phase Geotechnical Services
- Oversee project close-out including punch lists and corrections, final inspection, and record drawings
- Oversee, coordinate, and responsible for the work of all sub-consultants

V) DELIVERABLES:

The following deliverables are anticipated on this project. It is not a complete list or task. The goal of the Project is to complete and obtain approval of the necessary documents, reports, plans, permits and forms to construct the College Boulevard Improvements Project.

Mitigated Negative Declaration

Topographic Survey (preferably with ortho-photo background)

Right-of-way Acquisition Plats and Legal Descriptions

Record of Survey Map or Corner Records (as required by law)

Grading Plan/Grading Permit (if required)

Retaining Wall Calculations

Retaining Wall Plans/Profiles

Conceptual Landscape Plans

Final Landscape Plans

Utility Mapping and Relocation Plans

Public Street Improvement Plans/Profiles

Signing and Striping Plans

Signal Modification Plans

Construction Specifications – Special Provisions (based on "Greenbook")

Bid Schedule

Cost Estimates

Construction Phasing Plan (Schedule in Microsoft Project format)

Construction Phase Traffic Control Plans

Hydrology and Hydraulics Report

Soils Report

Storm Water Mitigation Plan (with Hydromodification Plan - if required)

Storm Water Pollution Prevention Plan (if required)

Notice of Intent (if required)

Storm Water Operation and Maintenance Plan

Proposal Format and Content

Proposals must address all of the following points, in the following order:

Cover Letter: This letter must be signed by a member of the firm with the authority to commit to a Professional Service Agreement (PSA), see attachment (Exhibit A), with the City of Oceanside on behalf of the firm offering the proposal. The letter must also acknowledge the receipt of any addenda received, if applicable.

Project Approach and Scope of Services: Describe how the work will be planned and controlled. Describe the work plan that you intend to use to complete the tasks listed in the Scope of Services. Note any changes or additions to the work descriptions that may have been overlooked or which help clarify the work task.

Responsible Personnel: List the principal-in-charge, project manager, and others who will be directly involved with the Project. Staff availability for the project, the project is expected to start in November 2013. Provide a concise statement of qualifications and relevant experiences of each person who will be committed to the Project. List the tasks and estimated time each person will contribute to the Project. Include all anticipated sub-consultants, if any, listing their names, addresses, phone numbers, key personnel, and expected time to be spent on the Project. Include an organizational chart of key personnel involved. Do not reflect any financial costs in this response.

Provide a statement of the firm's philosophy with respect to cost, schedule and quality control during all phases of the Project. Demonstrate experiences and ability to manage others in adhering to the established cost, schedule, and quality objectives.

Related Experiences: Include a descriptive list of at least three relevant projects as well as a list of firm personnel responsible for these projects. Include references with contact names, telephone numbers, and email addresses.

Project Schedule: Please provide a project schedule (in Microsoft Project format) of the work flow and duration. For scheduling purpose, use November 1, 2013, as starting day.

Proposal Submittals

Pages in the proposal shall be typed and single sided, single space, font size no smaller than 11 point, with the maximum number of pages of proposal information (excluding cover sheet and table of contents) to be limited to twenty. Only submit the specifically requested information.

In a separate manila envelope, 9" X 12", submit a breakdown of scope of services and all costs on this Project, labeled on the front of the envelope as "Price Proposal." The Price Proposal shall include:

- Proposed fee for each significant task of the Consultant's work
- Hourly rate for all proposed personnel on this project
- Scope of Services with breakdown of the estimate time and personnel for each task
- Total proposed cost in Bold

The firm shall submit one original proposal, 4 copies of the proposal, and a Price Proposal envelope in a sealed envelope or box clearly marked with the firm's name and labeled "**Proposal for Professional Services for College Boulevard Improvements Project**".

The proposal package shall be delivered to the address listed below no later than 4:00 p.m. on Thursday, August 2, 2013. Late proposals will not be accepted.

Deliver proposal to:

Gabor Pakozdi

City of Oceanside Engineering Department

300 N. Coast Hwy.

Oceanside, CA 92054

Evaluation

The contract, if awarded, shall be to the most qualified firm in the sole judgment of City of Oceanside and in the best interest of City of Oceanside. A panel of City of Oceanside personnel shall screen the proposals for technical merit. Oral interviews may be scheduled to elaborate or clarify the proposal.

The following criteria will be used to assist in the ranking of the firms' proposals and interviews:

- Responsiveness to the RFP, understanding of the Project and scope of services.
- Experience of responsible personnel.
- Adequate Staffing Level.
- Satisfaction of current/prior clients.
- Experience with similar projects.
- Experience, qualifications, and availability of the firm.

Calendar of Events

RFP solicitation	7/10/13 to 8/2/13
RFP closing date	8/2/13 @ 4:00 p.m.
RFP review/consultant selection/contract negotiation	8/2/13 to 8/23/13
Council approval	October Council Date

Standard Professional Services Agreement (PSA)

The firm selected to provide the scope of services shall be retained under the City of Oceanside standard Professional Services Agreement (PSA). A sample of this Agreement is attached to this RFP (Exhibit A) and is incorporated herein. City of Oceanside will not consider alterations to its standard agreement.

The Scope of Services, the Project Schedule, Reimbursable Costs, and Compensation for Additional Services will be negotiated by Consultant and City of Oceanside, and incorporated in to the final agreement.

Contact Person:

Gabor Pakozdi, Project Manager

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Attachments:

Exhibit A: Sample Professional Services Agreement

Exhibit B: Sheets 1 through 6 of the Recommended Alternative of the College Boulevard Project Study Report