

City of Albany

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Professional Engineering Services

For the Design of the

**MARIN BIKEWAY
SAN PABLO AVE TO CORNELL AVE
AND THE
MARIN UNDERGROUND UTILITY DISTRICT
SAN PABLO AVE TO MASONIC AVE**

Issue Date: November 27, 2012

SOQ Due Date: January 4, 2013, 2:00 pm



**Ray Chan
City Engineer/Public Works Director**

I. Introduction

The City of Albany, CA (City) Public Works Division invites qualified professional engineering firms or teams of firms (hereafter Consultant (s) to submit a Statement of Qualifications (SOQ) to provide professional services for the design, engineering and limited construction services for the City's Marin Bikeway, San Pablo Avenue to Cornell Avenue project and the Marin Underground Utility District, San Pablo Avenue to Masonic Avenue (the Project).

The selection of a Consultant will be based upon qualifications to perform the requested services. The Consultant's SOQ and subsequent interview(s), if necessary, will be utilized to select the firm most qualified for this project. General information about the project scope, SOQ requirements, deliverables, and the schedule for completing the work are presented below.

II. Background and Scope of Project

A. Background

This Project is part of the Buchanan-Marin Bikeway, a 0.70-mile facility that entails implementation of Class I, II, and III bikeways along Marin Ave. and Buchanan St. between the Ohlone Greenway (BART) and the Bay Trail. This project in its entirety was ranked the top priority project in the 2006 Alameda Countywide Bicycle Plan due to its local and regional significance. Currently, there are no bicycle facilities in the area or in neighboring jurisdictions for east-west bicycle travel. The proposed bikeway project will eventually facilitate connections between the BART Stations at the El Cerrito Plaza and North Berkeley via Ohlone Greenway, and with the businesses in Berkeley and Emeryville via the Bay Trail. Due to cost and ease of implementation, the overall Buchanan-Marin Bikeway project was divided into three segments:

1. Segment I entails construction of a Class I bikeway along the south side of Buchanan St. from Pierce St. to Jackson St. along the frontage of the United States Department of Agriculture (USDA), Ocean View Park, and Ocean View School.
2. Segment II continues the Class I bikeway along the south side of Buchanan St. from Jackson St. to San Pablo Ave. This segment also features a westbound bike lane (Class II) on the north side of Marin Ave./Buchanan St. between San Pablo Ave. and Pierce St.
3. Segment III is the current Project. It includes the widening of Marin Ave. and installation of Class II bikeways on both sides from San Pablo Ave. to Cornell Ave.

Segments I & II are currently under construction. The City is now seeking Statement of Qualifications for the Design of Segment III which is the subject Project, Marin Bikeway, San Pablo Ave to Cornell Ave.

B. Scope of Project

The project extends the Marin Ave. Class II bikeways on both sides of the street from Cornell Ave. to San Pablo Ave. The length of which is about 0.10 miles or 3 city blocks. The project includes the improvement of the existing traffic signal at the intersection of Marin and San Pablo Ave. by implementing a bicycle signal head and additional phase to provide safe crossing for bicyclists and pedestrians. In order to install the bike lanes on Marin Ave., the curbs will need to be realigned and set back three feet. Traffic lanes will also need to be restriped and reduced from 12 feet to 11 feet, and the street median will need to be modified from San Pablo to Kains Ave. Utilities will be undergrounded as part of a PG&E Rule 20A project, which will be constructed simultaneously as part of this project. The limits of the utility conversion project extend from San Pablo to Masonic Avenue.

III. **Scope of Consultant Services**

A. Design of Class II Bikeways and Related Work

The City has previously retained a Consultant to prepare the attached 35% Plans for the bikeway project. These plans show the proposed curb widening and bike lanes from San Pablo Avenue and Cornell Avenue. The preliminary design was based on photogrammetric surveys from San Pablo to Cornell Avenue which were obtained in 2009. Topographic surveys from Cornell Avenue to Masonic Avenue have not been obtained and will be required for this project. It is expected that supplemental field surveys will be required from San Pablo to Cornell Avenue as well under this contract.

A separate consultant has previously been retained for the design of the joint trench and street lights. This Consultant will provide Plans, Specifications & Estimates (PS&E) and coordination with Utility Companies under a separate Contract to the City. The Consultant for the subject project will be required to incorporate the documents provided by the joint trench consultant into a single project with separate bid schedules for the joint trench and street widening work.

A key component of the project is to design signal modifications that improve pedestrian and bicyclists crossings at the San Pablo/Marin intersection. This includes controller and signal software modifications to allow for an additional phase at the signal to protect pedestrians and bicyclists. The City of Albany will provide traffic modeling data that was used as the basis for this proposal.

The City will provide the AutoCAD files of the 35% Plans and photogrammetric surveys to the selected consultant. Supplemental surveys will be required for the preparation of the final construction documents. A mitigated negative declaration has been processed as the environmental document for this project. The environmental document may be viewed on the City's website <http://www.albanyca.org/>.

The Consultant will be responsible for preparing Final Plans, Specifications and Estimate for the installation of Class II bikeways on both sides of Marin Ave, improvements of the existing traffic

signal at San Pablo Ave and the inclusion of the Rule 20A improvements. The City will review 65% and 95% submittals prior to authorizing the Consultant to proceed with the final Plans, Specifications and Estimate.

All work at a minimum shall conform to the current revisions of the City Standard Specifications & Details, the State Standard Specifications and Plans, 2010 Edition and Chapter 1000 of the California Highway Design Manual.

B. General Requirements for Construction Documents

The Consultant will be responsible for developing a complete set of construction plans, specifications, construction cost estimates, exhibits for Temporary Permits to Enter and Construct on Private Property and other required construction documents to be used for public bidding through the City of Albany Public Works Department. The construction plans (drawings) shall include, but be not limited to, title sheet, general notes, details, and control sheets; plan and profile sheets indicating new construction and existing utilities. City of Albany standard details, specifications, references to special provisions, and any applicable Caltrans, and other special details needed will be shown on the project drawings. All applicable City standard technical specifications, provisions, and any special specifications will need to be utilized or written as a part of the Specification manual prepared by Consultant in preparation of the complete Bid package. The Consultant will include the front end bid documents including the Bid Sheet, Notice to Bidders and Contract Forms. The City will furnish samples for Consultant's use.

Plan Sheets are to be drafted in AutoCAD using standard City of Albany 24"x 36" title blocks & borders. Plans shall be developed so that they can be clearly read on 11"x17" sheets reduced prints.

C. Base Mapping

The Consultant may utilize digital City base maps for design; the consultant will be responsible for developing maps that show the existing property and easement lines and existing utilities throughout the project areas. The Consultant will be required to map property lines from record data. The City does not guarantee that the basemaps will accurately show property lines. The Consultant selected by the City for this design work will be required to conduct and perform independent research of public records and utility company records in order to obtain any needed information which will be utilized in the design.

The Consultant will be responsible for conducting supplemental ground/topographical surveys of the project area and for mapping such information and showing on their design plans. This work is required to be completed in the earliest stages of the project deliverable indicated below.

D. Design Services

The consultant shall furnish the following Services during design phase:

1. Obtain hard and/or digital copies of existing surveys of the project area, City basemaps, City titleblock, Sample digital files of Plans and Specifications, 35% Plans, County Assessor's maps, subdivision maps and right of way information from City engineer and all existing utility information from records.
2. Perform supplemental ground/topographical surveys.
3. Perform geotechnical investigation and prepare preliminary report.
4. Attend two public meetings to explain the project to property owners.
5. Attend at least four meetings with City staff to include a kickoff and at 65% and 95% completion of PS&E.
6. Coordination with Caltrans including obtaining an Encroachment Permit from Caltrans.
7. Coordination and approval with the State Architect for modifications on the existing curb ramps.
8. Send project notices to and coordinate project design with all utility companies.
9. Prepare plans as required with construction details, notes and title sheet.
10. Prepare erosion and traffic control plans.
11. Produce technical specifications and bid documents using City furnished templates for bidding and construction.
12. Submit PS&E prepared at the following stages intermediate (65%) and (95%).
13. Prepare complete bid documents including 100% PS&E for public bidding and construction of the project.
14. Attend at least two meetings with the Traffic and Safety Commission for 65% and 95% PS&E and one meeting with the City Council for plan approval.

Deliverables:

65% Submittal-2 hard copies and PDF of (a) Plans for selected design option, (b) outline specifications, (c) cost estimate.

95% Submittal-2 hard copies and PDF of (a) Final Plans, (b) Final specifications, (c) Final cost estimate.

Final Submittal-1 hard copy, PDF and digital copies of (a) plans including ACAD files (b) Final specifications including bid documents and including word files, (c) cost estimate including excel files.

E. Services during Bidding and Construction

Bidding assistance will generally be limited to the following work:

Respond to questions during bidding process.

1. Attend pre-bid meeting.
2. Respond to inquiries during bids.
3. Prepare addendums.
4. Attend bid opening and review bids.

Deliverables:

2 hard copies, PDF and digital files (word, excel, AutoCAD) of addendums.

F. Construction Services

Construction services will generally be limited to the following work:

1. Attend preconstruction meeting.
2. Review submittals.
3. Limited Construction observation.
4. Review and respond to Contractor requests for information.
5. Prepare Change orders.
6. Assist City staff with final punch list.
7. Prepare as-built drawings on Mylar and in ACAD format.

Deliverables:

2 hard copies, PDF and digital copies (word, excel and AutoCAD) of change orders.

One hard copy on 4 mil Mylar of as-builts

ACAD drawings (Dwg files) of as-builts

IV. PROJECT SCHEDULE

The project schedule includes items, and dates which milestones starting with the SOQ/selection process thru to the completion of construction are as follows:

Item	Date
Issue request for SOQ	November 27, 2012
Pre-proposal Meeting	December 11, 2012
Receive SOQ	December 27, 2012
Consultant Interviews	January 15, 2013
Consultant Selection	February 18, 2013
Supplemental Field Surveys	March 5, 2013
Meet with Utility Companies	March 26, 2013
Submit 65% PS&E	April 23, 2013
Joint Trench Intent Drawings to PG&E*	May 14, 2013
Meet with Utility Companies	June 18, 2013
Submit 95 % PS&E	July 16, 2013

Complete Street Light Design*	July 29, 2013
Receive Electrical Design from PG&E	August 26, 2013
Meet with Utility Companies	September 10, 2013
Complete Joint Trench PS&E*	September 17, 2013
Submit Final Plans and Bid Documents	October 7, 2013
Council Authorizes the call for Bids	October 21, 2013
Receive Bids	December 3, 2013
Meet with Utility Companies	December 17, 2013
Council Awards Construction Contract	January 6, 2014
Start Panel Conversion by PG&E	January 13, 2014
Begin Curb Widening Construction	February 2014
Begin Joint Trench Construction	February 2014
Complete Panel Conversion by PG&E	August 2014
Service Connections by PG&E	September 2014
Cut Over by PG&E	October 2014
Pole Removal	November 2014
Complete All Construction	December 2014
Project Acceptance	January 2015

*By City's Joint Trench Consultant

V. Documents Available from the City

The City of Albany will provide the Consultant with the following documents:

- Base maps and copies of any previous plans and street improvement plans in project area
- GIS information in AutoCAD format.
- Copies of 35% Plans and Environmental Documents.
- Photogrammetric surveys of the project area
- Right of way acquisition documents if necessary.
- Existing easement information and title reports if required.
- Traffic analysis data
- Collision information

VI. SOQ Content Requirements

The City welcomes a response to this request for a SOQ in any format that best expresses the qualifications of the Consultant. Proposals submitted in response to the request for a SOQ must include the following items:

A. Qualifications

1. Firm Qualifications: Submit a description and qualifications of the firm. Include:
 - Similar Project experience: Include reference to specific projects designed by the firm that is similar to the subject project. In general this description should be no more than 3 pages.
 - References: Provide the name and telephone number of at least three references for similar projects that can attest to the quality and effectiveness of the Consultant's work.
2. Qualifications of Project Manager and key design personal: Identify the individuals who would be primarily responsible for directly preparing the design analysis, if different from the entity's principals. Describe the background and experience of the individuals who would actually perform the services, in:
 - Making recommendations, preparing design drawing, calculations and specifications regarding the sewer main replacements, relocations and/or rehabilitations.
 - Include the professional license numbers of those individuals holding relevant involved in key positions in the development of this project.
 - Interacting with property owners and members of the public concerning the elements of the project and any inconvenience that the project may cause.
 - Producing PS&E and Bid Documents for similar sewer constructions projects including experience with backyard easement if any.
 - Responding to RFIs, review of submittals, and construction change orders.

B. Project Approach

1. Project approach: Describe the methodology and organizational approach the Consultant will use including critical elements and special methodologies that will be employed to ensure a high quality design that will meet budget and schedule expectations.
 - Project issues- Identify any particular problems and design issues and options that the consultant may investigate in order to provide a safe, effective and efficient project
 - Description of tasks- Describe the tasks that Consultant will require to develop final PS&E and Bid documents. The description should include a detailed scope of the services expected to be performed.

2. Project Schedule- Provide a detailed schedule of the task to be performed including project Milestones.

C. **Other Requirements**

The Consultant is required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are attached hereto. The Consultant should carefully review the ACS and IR, and indicate their willingness to accept the terms and conditions set forth in these documents, by stating so, within their response to this request for a SOQ.

VII. Selection Criteria, Process and General Conditions

A. Selection Process

A consultant selection committee will assess and rate the Consultants' proposals based upon the following criteria:

- Responsiveness to the RFP
- Qualifications of individuals to be assigned to this project
- Experience and demonstrated success of the Consultant in preparing design documents for projects.
- Evidence that the Consultant understands the project purpose and requirements
- Consultant's approach to the project
- Evidence of the Consultant's ability to prepare a well-written document and accompanying technical drawings
- Demonstration of commitment to project and ability to deliver the finished product on time

The consultants, which the City in its sole discretion, has determined to be the most qualified to perform the work will be identified as the top rated consultants. The top rated consultants will be asked to make a presentation of their proposal to the selection committee. The Consultant's key person or Project Manager will be required to attend the interview. Based on the results of the interview, a contract will be negotiated with the highest rated proposer. If agreement cannot be reached, negotiations with other proposers, in order of their respective final ratings will be conducted until tentative agreements can be reached.

The City anticipates that a Consultant will be selected in January of 2013, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence services immediately upon execution of the City's Standard Consultant Services Agreement.

B. Questions Concerning the Request for SOQ

Please contact Mariam Munshi at mariam.munshi@lcc-inc.com or by phone at (925) 228-4218 if you have questions or need additional information about the proposal requirements. A written

summary of questions and answers will be sent to all potential proposers who were mailed the RFP, and will be posted on the City's website.

C. Pre-Proposal Meeting

A pre-proposal meeting will be held at City Hall at 1000 San Pablo Avenue Albany, CA 94706 on December 11, 2012 at 2:00 pm.

D. Process

1. Submit SOQ:

- SOQ is due by 2:00 p.m., on Friday, January 4, 2013.
- SOQ must mailed or delivered to:
Aleida Andrino-Chavez
Transportation Planner
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
510-528-5759
achavez@albanyca.org

2. Format and Number of Copies

Consultant teams must submit five (5) copies of their qualifications. Submissions on 8½ by 11-inch paper or 8½ by 14-inch paper are preferred to simplify copying. The City reserves the right to make all submissions available to the public pursuant to legal requirements.

3. Consultant Selection Schedule

The City anticipates that a consultant will be selected in January 2013, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence its services immediately upon contract execution.

E. General Conditions

1. Any material clarifications or modifications to the SOQ or the selection process will be made in writing and provided to all recipients of the SOQ.
2. The City reserves the right to:
 - Waive minor irregularities.
 - Modify or cancel the selection process or schedule at any time.
 - Negotiate with the second choice Consultant if it is unable to negotiate an acceptable contract with the first choice Consultant within a reasonable period of time.

- Reject any and all proposals, and to issue a new request for proposals when it is in the best interest of the City to do so.
 - Seek any clarification or additional information from Consultants as is deemed necessary to the evaluation of a response.
 - Judge the veracity, substance, and relevance of the Consultants' written or oral representations; including seeking and evaluating independent information on any of the Consultants' worked cited as relevant experience.
 - Contract with separate entities for various components of the services.
3. All expenses related to any Consultant's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Consultant. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
 4. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies, including disclosing any work for the applicant in other communities. Further, the City expressly reserves the right, at its sole discretion, not to utilize the selected consultant on a particular project, if the City believes that there is a potential public perception of a conflict of interest that could undermine the credibility of the work to be performed.

Attachments: 35% Plans (11x17)
Agreement for Consultant Services
Insurance Requirements