

REQUEST FOR PROPOSAL

CITY OF ALBANY PAVEMENT AND CURB REHABILITATION DESIGN



PROFESSIONAL ENGINEERING SERVICES

Release Date: August 7, 2020
Due Date: September 11, 2020

The City of Albany (City) is requesting proposals from qualified consulting firms to prepare preliminary and final design drawings, specifications, and engineer's estimate of cost for approximately 21,400 feet of street rehabilitation. This document outlines the scope of work for the consulting services. Interested firms should submit three (3) hard copies and one electronic copy of the Proposal shall be submitted to:

Attn: Pavement and Curb Rehabilitation Design
Anne Hsu, City Clerk
City of Albany
1000 San Pablo Avenue, Albany CA 94706
Email: cityclerk@albanyca.org

I. INTRODUCTION & BACKGROUND

The City of Albany lies on the northwestern corner of Alameda County, California, bordered by the cities of El Cerrito and Richmond to the north, the City of Berkeley to the east and south, and by unincorporated Kensington in Contra Costa County to the north and east. The City of Albany was incorporated in 1908, and at the time of the 2010 census had a population of 18,500 residents. Albany is known for the excellent quality of its K-12 school district and small-town ambiance in an urban setting.

The City Council consists of five members elected at-large to four-year terms. Annually the City Council selects one of its members to serve as Mayor and another as Vice Mayor. Council Members may not serve more than two consecutive terms without a break in service of at least two years.

The City is comprised of the following departments: Police, Fire, Finance, Public Works, Community Development, Recreation and Community Services, Human Resources, City Clerk, and Administration which includes the City Manager, City Attorney, Neighborhood Services, Information Technology and Community Media.

The City maintains 29 centerline miles of roadway and approximately 60 miles of sidewalk. According to the Metropolitan Transit Commission, Albany has the second highest use of public transit use per capita in the Bay Area. Over 25% of residents use transit in their daily commute and nearly half of working residents do not use a car for their daily commute. As such, this is a very pedestrian and cycle-oriented city. In 2018, Albany City Council approved its Capital Improvement Plan including its Street Rehabilitation Program.

The purpose of the Project is to improve the condition of Albany's pavement through the design of approximately 21,400 feet of new pavement section; improve accessibility by improving existing curb ramps along the project alignment; and the preparation of three separate bid packages for public bidding.

The following street sections have been identified by Albany Pavement Management Plan for rehabilitation. Any recommended treatments reported in the Plan are considered preliminary. The selected consultant is responsible for recommending the best value treatment for each segment.

Rehabilitation Street	Begin	End	Length (ft)	Area Treatment (SY)
Brighton Ave	Evelyn Ave	Key Route Blvd	1,120	3,500
Buchanan Ave	Cleveland Ave	Buchanan Street Stop light	720	800
Cleveland Ave	Washington Ave	Buchanan Street	698	2,640
Key Route NB	Solano Ave	North City Limit	2,780	8,340
Marin Ave	Masonic Ave	East City Limit	3,248	22,000
Masonic Ave	Portland Ave	Solano Ave	1,432	6,050
Carmel Ave	Washington Ave	Marin Ave	1,585	5,560
Cornell Ave	Washington Ave	Marin Ave	1,841	5,890
Evelyn Ave	Solano Ave	Dartmouth Ave	2,084	3,470
Jackson St	Washington	North end	2,248	6,500
Kains Ave	Marin Ave	South City Limit	1,616	5,390
Ordway Street	Marin Ave	South City Limit	2,004	8,020

II. SCOPE OF SERVICE

The purpose of this RFP is to solicit proposals from qualified professionals with experience in pavement design to provide Albany with three separate design packages ready for public bidding.

Task 1 PROJECT MANAGEMENT

Consultant shall provide project management activities required to complete the project on time and within budget and address the City's concerns. A project work plan shall be developed to serve as a communication tool for all team members. A draft work plan shall be distributed at the project kick-off meeting. Project management activities shall include:

- Prepare Work Plan (include information on project team, including team member contact information; detailed scope of work; project schedule including deliverables and meeting dates; and project budget)
- Attend Kick-off Meeting and prepare agenda and meeting minutes.
- Attend no less than two public workshops with City staff to present and discuss project deliverables. Prepare agenda and meeting minutes.
- Perform coordination with City and Consultant team members.
- Provide budget and schedule tracking.
- Prepare monthly invoices and project status reports.

Task 2 – DATA GATHERING, SURVEY, AND FIELD WORK

Develop a plan for data collection necessary for the purposes of the project, including but not limited to, utility A letters, surveys of street elevations, elevations in and around existing curb ramps, evaluation of curb ramp slopes and size relative ADA compliance requirements, location of existing striping and signage; evaluation of pavement condition, and pavement cores.

The City is interested in expediting the paving of a substantial portion of Marin Avenue as a large part of the initial design package. The kickoff meeting should include a discussion of the workplan priorities to ensure that work in Marin Avenue is prioritized and how remaining streets shall be packaged.

Deliverable: Technical Memo #1 – Existing Conditions Summary

This technical memo shall include a summary of the existing pavement condition, pavement cores, and existing curb ramp compliance issues for ADA compliance. The memo shall also include recommended pavement treatments for the first design package and a proposed approach for subsequent design packages.

Task 3 – TRANSPORTATION COMMISSION WORKSHOP

Deliverable:

Consultant shall lead a workshop for the Transportation Commission to present findings of Technical memo #1 and to establish guiding principles around curb ramp design, pavement treatment, and striping and signage changes.

Task 4 – 50% Design Submittal

Develop 50% design submittals for each design package as presented in Technical Memo #1.

50% plans should include plans and profile drawings showing utilities, elevations, and proposed curb ramp improvements as well as important technical specifications for materials and pavement treatments.

Deliverables: 50% design Submittals. Present deliverable to the Transportation Commission.

Task 5 – 90% Design Submittal

Develop 90% design submittals for each design package as presented in Technical Memo #1. 90% plans should include complete plan and profile and all detail drawings for final review.

Deliverables: 90% design submittals. Present deliverable to the Transportation Commission.

Task 6 - 100% Design Submittal

Develop 100% design submittal for each design package as presented in Technical Memo #1. 100% plans and specifications should be final biddable plans including all technical specifications.

Task 7 – PROJECT COST ESTIMATION

Deliverable:

Comprehensive engineering cost estimates for each design package as presented in Technical Memo #1.

III. CONSULTANT QUALIFICATIONS

- Consulting company must have prior experience with similar projects in the public sector.
- Consulting company must maintain insurance and workman's compensation policies that meet or exceed the minimum requirements of the City.
- Consulting company must obtain a City of Albany business license prior to execution of a contract.
- Consulting company must be willing to accept the City's Standard Consultant Agreement (Please see associated link for "Attachment A – Agreement for Consultant Services).

IV. PROPOSAL REQUIREMENTS

To be considered for the professional engineering services being requested herein, proposals shall be submitted in response to this RFP must comply with the requirements herein.

Three (3) hardcopies and one electronic (PDF) copy shall be submitted per the instructions noted.

The proposal is required to contain the following information, should be arranged in the following order and should not exceed 10 pages (excluding cover, table of contents, dividers, appendices and items provided in separate sealed envelopes). Proposals shall be clear and concise, responsive to all RFP requirements, and formatted as follows:

- Page limits are based on single-sided pages. Double-sided pages count as two (2) pages.
- Pages shall be 8 ½"x11" and have margins no smaller than 1" on all sides.
- Use of 11"x17" in landscape format is acceptable for tables and charts. Each 11"x17" page shall be single-sided and counts as one (1) page.
- Font size shall be no smaller than 11pt.

- Every page of the submittal shall be numbered, except divider pages. Each page of the detailed scope of work included in Appendix shall have its own page numbering.

The Proposal shall consist of the following sections:

TRANSMITTAL LETTER (maximum 2 pages):

Provide any information not already included in the proposal that you believe will enhance your submittal with respect to the evaluation criteria.

The transmittal letter shall:

- Be signed by an individual authorized to obligate the Proposer to fulfill the commitments contained in the proposal.
- Include a statement of the Proposer's overall ability, qualifications, approach, commitment and availability to conduct the work.
- Include the name and address of the Prime Proposer. Addresses shall be for the location where most of the day-to-day engineering work will be performed.

PROJECT TEAM (maximum 4 pages):

Introduce the key individuals of your project team that will be responsible for the production of the various categories of work and their time availability for the Project.

Provide an organizational chart indicating the role/responsibility for each team member. Detailed resumes for the key project team members may be included as an Appendix to the proposal.

Provide a specific description of the team's experience that qualifies each key project team member for the services required for this project.

Include three (3) reference projects, including a description of the project, team members' roles on the project, client contact information (name, current telephone number, and email address) for each reference project that can be contacted regarding the experience of each key project team member in providing the type of (or similar) services that are being sought by the City for this project.

APPROACH TO WORK (maximum 3 pages):

Demonstrate understanding of key issues and your approach to completing the proposed scope of work.

Discuss any unique ideas/concerns relating to the project.

The approach should further describe how the design process would be managed to accommodate City staff input.

Provide a breakdown of estimated hours to complete each task.

SCHEDULE (maximum 1 page):

Submit a proposed schedule by task for providing the services requested herein. Include task durations, major milestones, meetings, deliverables, and City review periods. State critical assumptions used for developing the time requirements and schedule.

OTHER SUPPLEMENTARY INFORMATION:

Consultant may provide other supplementary information in an appendix. However, such information may or may not be reviewed by the selection panel.

The following information shall be included in a separate sealed envelope:

FEE ESTIMATE: Please submit, in a separate sealed envelope to the attention of Robert Gonzales, one copy of the fee estimate. The estimate shall include: total fee, including all expenses, and estimated staff time (hours) by task and job title required to complete the scope of work for all tasks. The billing rate for each job title shall be provided in the fee table. Upon review and rating of proposals by the selection team, the fee estimates will be compared and rated. The fee estimate shall correlate to the detailed scope of work and schedule included within the proposal.

IX. CONSULTANT SELECTION CRITERIA

Initial ranking of the consultant(s) will be based on the written proposal and references. The top ranked consultant(s) will be invited to an interview, if required. If an interview is conducted, the final consultant selection will be based on a combination of the proposal and interview ranking.

PROPOSAL EVALUATION CRITERIA:

- 1. *Specialized Experience of Team Members (10 percent)*.** This includes experience and qualifications of key Consultant staff in the design of similar facilities and specialized experience directly relating to the project.
- 2. *Project Personnel (50 percent)*.** This includes the role, commitment, and qualifications (including possession of applicable licenses and certifications) of key personnel and their experience in the areas assigned. Comments received from references may also be considered.
- 3. *Approach to Work (30 percent)*.** This includes the understanding of project issues demonstrated by proposed scope and approach to work, the understanding of the

project schedule, the interfacing of tasks unique/creative approaches to the work to best meet the City's goals and demonstrated ability to work collaboratively with clients/owners on similar projects.

4. **Other Considerations (10 percent).** Demonstrated ability to complete the work within the required schedule and budget, and effort to perform the work.

X. GENERAL INFORMATION

1. The City of Albany reserves the exclusive right on its selection of a consultant.
2. All proposals submitted will be subject to public records laws.
3. The City reserves the right to cancel or reissue the RFP or revise the timeline at any time.
4. The City reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. The City may accept any proposal if such action is believed to be in the best interest of the City.
5. The City is not liable for any cost incurred by the proposer prior to execution of a contract.
6. The City reserves the right to negotiate scope and cost with the consultant.
7. The project team shall be approved by the City of Albany. The City must approve any changes in the project team.

XI. QUESTIONS DURING PROPOSAL PERIOD

All questions should be directed to Robert Gonzales at rgonzales@albanyca.org. Do not contact any other staff members or elected officials of the City of Albany.