



**City of Holtville**

**Request for Proposals (RFP)**

**for**

**Engineering Design**

**for the**

**NINTH STREET PHASE III PAVEMENT IMPROVEMENTS PROJECT  
BETWEEN PALM & OLIVE AVENUES**

**July 15, 2016**

**Requested by:  
Nick Wells, City Manager  
City of Holtville  
121 W Fifth Street  
Holtville, California 92250**

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**\* Reference documents are considered integral addenda to this RFP and their specifications intrinsic to the design process. The above-referenced documents for this project can be accessed at the following secure web link:**

<ftp://client07072016:10GoN!789@theholtgroup.net>

**I. PROCUREMENT STATEMENT**

**CITY OF HOLTVILLE  
REQUEST FOR PROPOSALS  
for  
Engineering Design for the Ninth Street Phase III Pavement Improvements Project  
Between Palm & Olive Avenues**

NOTICE IS HEREBY GIVEN that the City of Holtville (hereinafter referred to as the “City”), acting by and through its City Council, is requesting PROPOSALS from qualified design engineering professionals to provide **Engineering Design Services** for the following project in the City:

**Ninth Street Phase III Pavement Improvements Project  
Between Palm and Olive Avenues  
Also referred to as the  
“City of Holtville – Ninth Street Phase III Improvements Project”**

Funding for the design of this project will be provided by local sales tax, while construction funding will be provided through the federally-funded Congestion Mitigation and Air Quality (CMAQ) Program and the Regional Surface Transportation Program (RSTP) administered through Caltrans.

**SUMISSION DEADLINE:** Receipt up to, but no later than 4:00 p.m., **Wednesday, August 03, 2016**

To be considered for negotiation and award of a contract, five (5) paper copies and one (1) electronic copy (CD or USB Drive) of proposals must be received by the date and time specified above in a sealed package at:

Holtville City Hall  
121 West Fifth Street  
Holtville, California 92250  
Attention: Nick Wells, City Manager

Questions can be directed to the City of Holtville Project Administrator listed below. Copies of the Request for Proposals can be obtained on the **Holtville.ca.gov** website or at the address listed below:

Mr. Nicholas D. Wells  
City Manager/Project Administrator  
121 West Fifth Street  
Holtville, California 92250  
Phone: (760) 356-4574

The Schedule of Events for the Engineering Design Services Procurement Phase is as follows:

Issue Request for Proposals	July 15, 2016
Proposal Due	August 3, 2016
Bid Evaluation	August 4, 2016
City Approves Agreement	August 9, 2016
Notice to Proceed	August 12, 2016
Scheduled Design Completion	October 26, 2016

Proposals will be evaluated by a committee. It is the City’s intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee’s recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in the proposal and selection process.

The design work associated with the project is to be completed within 75 Calendar Days. The consultant shall reserve additional time to coordinate work with the Imperial Irrigation District (IID). The consultant shall complete 90 percent drawings and 100 percent drawings for the project. The drawings shall be reviewed by the City of Holtville Staff. The consultant shall include the lump sum fee for the design of the project. The Background and Scope of Work associated with the project follow.

## **II. PROJECT DESCRIPTION**

The proposed project is to be completed along the northern City Limits of the City of Holtville, County of Imperial, California 92250. The project site consists of the north side of Ninth Street, including a segment of the Pear Lateral within IID Easement, between Palm and Olive Avenues in the City of Holtville within a total project length of 350 Linear Feet.

The City of Holtville has completed five (5) street improvement projects along Ninth Street since 1995. The five (5) street projects are as follows:

1. Ninth Street ½ Width Improvement Project between Orange and Holt Avenues (1995)
2. Ninth Street Improvement Project between Melon and Olive Avenues (2001)
3. Ninth Street ½ Width Improvement Project between Holt and Cedar Avenues (2010)
4. Ninth Street ½ Width Improvement Project between Beale and Slayton Road (2012)
5. Ninth Street ½ Width Improvement Project between Cedar and Palm Avenues (2014)

Except for the Ninth Street Improvement Project between Holt and Cedar Avenues, all of the projects have been ½ width street improvement projects. The north ½ width of Ninth Street was improved for the four (4) projects listed above. Except for the Ninth Street Improvement Project between Melon and Olive Avenues (2001) and the Ninth Street Improvement Project between Holt and Cedar Avenues (2010), all of the Street Improvement Projects involved undergrounding the open channel Imperial Irrigation District Pear Ninth Street Canal along the north portion of Ninth Street prior to constructing the ½ width road section. The Imperial Irrigation District installed an underground 36 inch RCP pipeline along the previous alignment of the open channel canal for each of the ½ width improvement projects. An IID Encroachment Permit was required to be obtained during the project design of the ½ width street improvement projects.

The completion of the ½ width section of Ninth Street from Palm Avenue to Olive Avenue will complete the undergrounding of the unlined portion of the open channel Pear Canal along Ninth Street. The ½ width section of Ninth Street from Palm Avenue to Olive Avenue is to be constructed within the existing Ninth Street right of way. The north right of way line is the City of Holtville/County of Imperial boundary line. It will be necessary to obtain a County of Imperial Encroachment Permit during the project design for Street Improvements located north of the Ninth Street Right of Way Line.

The section of Ninth Street extending between Palm and Cedar Avenues is a segment of a collector roadway extending from Highway 115 on the west to Bridenstine Road on the east. Other than Fifth Street/Highway 115, Ninth Street is the only roadway in the City of Holtville to extend from Highway 115, a principal arterial roadway west of Holtville, to the east City Limits of Holtville. Ninth Street is therefore an important traffic circulation roadway.

The City of Holtville intends to improve the north ½ of Ninth Street extending from Palm Avenue to Olive Avenue. The north ½ of Ninth Street extending from Palm Avenue to Olive Avenue is within the City Limits, although curb returns and driveways will extend into the County of Imperial jurisdiction. In addition, the existing open channel Imperial Irrigation District Pear Canal is located within the north ½ of Ninth Street. An encroachment permit will be required to be obtained from the Imperial Irrigation District Water Department during the project design to construct the street improvement. It will be

necessary to coordinate the north ½ width Ninth Street roadway design with the Imperial Irrigation District Water Department.

The previously constructed street sections along Ninth Street between Holt Avenue and Palm Avenue consist of a 45 foot wide street section as measured from face of curb to face of curb. It is proposed the 45 foot wide street section be perpetuated westerly along the proposed Ninth Street ½ width Street Section Improvement between Palm and Olive Avenues.

It is proposed that the above grade earth lined open channel Imperial Irrigation District Pear Canal section extending along the north side of Ninth Street between Palm and Cedar Avenues be undergrounded. It is proposed the north ½ of Ninth Street consisting of an additional 26 foot wide roadway section be constructed from Palm Avenue to Olive Avenue after the Imperial Irrigation District Pear Canal section is undergrounded. The fully improved section of Ninth Street between Palm and Olive Avenues is to measure 45 feet from face of curb to face of curb. The new roadway section is to consist of an A.C. pavement section consisting of 3 inches of A.C. pavement over 9 inches of Class 2 Base, 6 inch PCC curb and gutter and a 4.5 foot wide PCC sidewalk in conformance with City Standards. It may be necessary to install new water services for any properties along the north side of Ninth Street not currently served between Palm and Olive Avenues. The new water services will be required to be extended from the existing water pipeline along Ninth Street to a point north of the new PCC sidewalk. It will be necessary to extend new sewer laterals for the existing residences along the north side of Ninth Street between Palm and Olive Avenues from the sanitary sewer trunk pipeline along Ninth Street to the north right of way line. The design of any new sanitary sewer laterals must be completed in conjunction with the undergrounding of the IID Pear Canal to insure a satisfactory vertical clearance between the sanitary sewer laterals and the new underground IID Pear Canal pipeline.

The surface water flow along Ninth Street proceeds from east to west. The previous ½ width Ninth Street Improvement between Palm and Cedar Avenues collected the stormwater flowing along the north Ninth Street curb and gutter in a temporary retention basin at the west termination point of the project. The temporary retention basin is located on the west side of Palm Avenue along the north side of Ninth Street within the north ½ Ninth Street section proposed to be improved. The north curb and gutter along the north side of Ninth Street is to be continued westerly from Palm Avenue to Olive Avenue and will cross the temporary storm water retention basin area. The previously constructed temporary stormwater retention basin will be required to be removed as a part of the proposed project.

There are no surface or underground stormwater facilities to accept and convey the stormwater flow along the proposed north curb and gutter termination point at the northeast corner of Olive Avenue and Ninth Street. It shall be necessary to direct the stormwater flow from the curb and gutter termination point at the northeast corner of Olive Avenue and Ninth Street to the existing curb and gutter extending westerly along the south side of Ninth Street. To accomplish this it will be required to construct a new 20 foot radius PCC curb return with spandrels at the northeast, southeast and southwest intersection of Ninth Street and Olive Avenue. It will be required to construct a 15 foot wide PCC cross gutter along the east intersection of Ninth Street and Olive Avenue. It shall be required to replace the existing 5 foot wide PCC cross gutter at the south intersection of Ninth Street and Olive Avenue with a 10 foot wide PCC cross gutter. It shall be necessary to design the A.C. pavement street grades on each side of the crossgutters to allow for a smooth vehicular cross gutter transition. It shall be necessary to coordinate the relocation of power poles at the southeast and southwest corners of Ninth Street and Olive Avenue with the Imperial Irrigation District Power Department. It shall be necessary to relocate the existing fire hydrant at the southwest corner of Olive Avenue and Ninth Street with the City of Holtville Public Works Department. It shall be necessary to investigate survey monument locations at the street intersection and curb returns and perpetuate any existing monuments during the proposed street improvement project.

Other ancillary work includes the raising of water valves and sanitary sewer manhole covers within the existing and new A.C. pavement areas, pavement striping, identification of any trees within the street improvement area and the replacement of any trees which must be removed during the construction with three (3) new trees, installation of new mail boxes along the sidewalk area and similar miscellaneous items.

### III. SCOPE OF WORK

#### A. PLANS

The consultant shall prepare the improvement plans and specifications for the project. As a minimum the following plan sheets shall be prepared:

1. Title Sheet
2. Existing Demolition Site Plan
3. Ninth Street Improvement Plan and Profile Sheet – 20 Scale
4. Street Pavement Data Chart/Striping and Signage Plan
5. Street Sections
6. Detail Sheet – Blowup Design of each of the three curb returns, Blowup Design of Street Lateral Crossing Improvements on each side the two (2) crossgutters, Sanitary Sewer Detail at IID Underground Canal, Sanitary Sewer Lateral Detail per City Standard
7. Detail Sheet – City Standard Details – 6 inch PCC curb and gutter, PCC sidewalk, PCC residential driveways, cold plane detail, PCC spandrel detail, PCC handicap ramp detail, truncated domes detail and stop and street name sign detail.
8. Detail Sheet – City Standard Details – Existing Valve Riser Detail, 10 foot wide PCC cross gutter detail, 15 foot wide PCC cross gutter detail, 1 inch residential water service connection detail, reduced pressure principal backflow prevention detail, sanitary sewer cleanout detail, mailbox detail, manhole frame and cover detail and sanitary sewer trench in paved areas detail.
9. Traffic Control Plan – Imperial Irrigation District Improvements
10. Traffic Control Plan – Street Improvements
11. Erosion Control Plan

The Improvement Plans shall be prepared in accordance with Section 3 of the City of Holtville Standard Details and Specifications, "Holtville Standards". The Holtville Standards General Conditions (Section 8) shall be included on the front title sheet. The Holtville Standard Street Technical Specifications (Section 9) shall be included within the contents of the plans and specifications in conjunction with County of Imperial specifications, if required. The Holtville Standard Submittals and Geotechnical Testing requirements (Sections 12 and 13) shall be included within the contents of the plans and specifications. The City of Holtville Standard Street Improvement Details (Section 14) shall be used to prepare the plans. The sidewalk shall be designed adjacent to the curb and gutter per Holtville Standard Detail S122. The Driveways along the north side of Ninth Street shall be designed as residential driveways in conformance with Standard Detail S126. Sidewalks shall transition to the Residential Driveways in conformance with Standard Detail S127. The plans shall be prepared according to the following requirements:

1. A section extending from the A.C. pavement sawcut line through the new A.C. pavement section, new curb and gutter, sidewalk and earth backing to the right of way line shall be included on the improvement plans. Illustrate the design finish grades, subgrade and subbase grades in a chart form across the typical section at 25 foot stations. See Plan Sheet 4 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an attachment to this RFP as an example.
2. Three (3) separate blowup details shall be provided for the new handicap curb returns at the northeast, southeast and southwest intersection of Ninth Street and Olive Avenue. Illustrate all critical design elevations and slopes. See Blowup Detail 5 on plan sheet 6 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an attachment to this RFP as an example.
3. A blowup detail of the Ninth Street and Olive Avenue Intersection illustrating the critical design grades and slopes for the PCC crossgutters and A.C. pavement to insure a smooth traffic transition across the cross-gutters shall be provided.

4. A blowup detail of each PCC residential driveway shall be provided illustrating all critical design elevations and slopes. See Blowup Details 2, 3 and 4 on plan sheet 6 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 accessible via the secure ftp website link listed in the "REFERENCE DOCUMENTS" section of this RFP as an example.
5. Establish a minimum of three (3) project benchmarks along the length of the Ninth Street ½ width Street Improvement Project between Palm and Olive Avenues. Illustrate the benchmarks on the plans and illustrate the benchmarks in a Benchmark Table. Use the same benchmark datum for the project as the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014.
6. Research existing IID easements. Illustrate any existing IID easements on the improvement plans.
7. Provide an equation for the City of Holtville Datum relative to the IID Datum on the improvement plans.
8. Prepare a Title Sheet per City of Holtville requirements. See the Title Sheet, Plan Sheet 1, of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
9. Provide separate existing keynotes and demolition keynotes on the Existing/Demolition Site plan.
10. Provide separate existing keynotes and construction keynotes on the Ninth Street plan and profile design sheet.
11. Illustrate the north PCC curb and gutter flowline and the IID raw water pipeline profile on the Profile section of the Ninth Street plan and profile design sheet. Illustrate all sanitary sewer lateral crossings, water service pipeline crossings and any other crossings on the Profile section of the Ninth Street plan and profile design sheet.
12. Provide a Street Striping and Signage plan to illustrate the permanent striping and signage required to transition the traffic lanes from the new section of Ninth Street between Palm Avenue and Olive Avenue to the existing section of Ninth Street between Olive Avenue and Melon Avenue. Also, if applicable, include a barricade detail, to prevent vehicular traffic from entering the unimproved roadway section of Ninth Street west of Olive Avenue. See plan sheet 4 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
13. Illustrate three (3) evenly spaced sections across the full width of Ninth Street including the existing A.C. pavement, sidewalk and PCC curb and gutter section to remain and the new A.C. pavement, sidewalk and PCC curb and gutter section on the improvement plans. Illustrate the existing gas pipeline, existing 12 inch diameter sanitary sewer main, existing 8 inch water pipeline, existing earth lined IID open channel Pear Canal bottom and trench sides and proposed IID underground RCP Pear Canal pipeline. Illustrate the native soil backing along the exterior of the new PCC sidewalk edge. See Plan Sheet 5 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
14. Illustrate a typical sanitary sewer lateral crossing detail passing beneath the proposed IID underground Pear Canal on the improvement plans. See Detail Q on Plan Sheet 6 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.

15. Prepare a Traffic Control Plan for the IID undergrounding of the Pear Canal. The Traffic Control Plan is to be prepared in coordination with the IID, County of Imperial Public Works Department and City Engineer. As the traffic control signs and impacts will extend into the County of Imperial's jurisdiction, it will be necessary for the Design Engineer to obtain an encroachment permit from the County of Imperial during the project design. The approved encroachment permit shall be included in the Special conditions section of the specifications. See Plan Sheet 9 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
16. Prepare a separate Traffic Control Plan for the construction of the Ninth Street roadway improvements between Palm and Olive Avenues. As the traffic control signs and impacts will extend into the County of Imperial's jurisdiction it will be necessary for the design engineer to obtain an encroachment permit from the County of Imperial during the project design. The approved encroachment permit shall be included in the special conditions section of the specifications. See plan sheet 10 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
17. Prepare an erosion control plan for the construction of the Ninth Street roadway improvements between Palm and Olive Avenues. See plan sheet 11 of the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues – 2014 as an example.
18. The horizontal control for the project shall perpetuate the stationing established for the City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues - 2014. This horizontal control has been used for the previous two (2) Ninth Street ½ width Street Improvement Projects extending from Holt Avenue to Palm Avenue and will provide consistency with regard to the past Ninth Street improvements.
19. The right of ways along the north and south sides of Ninth Street and at the intersection of Ninth Street and Olive Avenue shall be researched, surveyed and verified. The right of way lines shall be illustrated on the plans.
20. It shall be required that the Design Engineer include the cold planing (grinding) of 1 ½ inches of the existing A.C. pavement (approximately 22.5 feet wide) along the south side of Ninth Street between Palm and Olive Avenues. The cold planed pavement is to be crack sealed with a rubberized crack sealant prior to receiving an A.C. overlay. The cold planing, crack sealing and A.C. pavement overlay design of the south side of Ninth Street between Palm and Olive Avenues is to be included in the project scope of work and included within the contents of the plans, specifications and bid forms.

## **B. SPECIFICATIONS**

The Consultant shall prepare the Specifications in a format similar to the sample specifications included as an attachment to this RFP. The project specifications shall include:

1. Invitation for Proposals
2. Instructions to Bidders
3. Caltrans LAPM Forms
4. Prevailing Wage Rates
5. Proposal Forms
6. Contract and Bond Forms
7. General Conditions
8. Special Conditions
9. Technical Conditions

The Consultant shall prepare a Schedule of Events to determine the advertisement dates, pre-bid conference date, bid opening date, project award date, notice to proceed issuance date and the project completion date.

Liquidated damage shall be calculated using the Caltrans LAPM method per Chapter 12 of the LAPM.

DBE goal for the construction shall be calculated in accordance with the Caltrans requirements. DBE goal for the construction management services shall also be calculated. DBE goal calculations shall be provided to the City of Holtville for review. A sample DBE goal calculation will be available to the Consultant upon request.

Federal Contract Requirements shall be included in the Specifications in accordance with Chapter 12 of the Caltrans LAPM. The Consultant shall include all other federal-aid requirements and forms required to be submitted by the Bidders during the bidding phase and also the forms to be submitted by the Contractor during the construction phase.

Federal Davis-Bacon wage rates and California Industrial Relations wage rates shall be included in the Specifications.

A detailed Unit Price Bid Item List shall be prepared for each construction bid item. This is not a lump sum project.

Special Conditions shall include the project specific requirements such as submittal list, Caltrans Encroachment Permit provisions, Environmental Conditions (Categorical Exemption/Categorical Exclusion Determination) provisions, geotechnical testing requirements, project staging area, construction water availability, etc. Refer to the attached executed categorical exemption documents for the Categorical Exemption/Categorical Exclusion Determination. The Consultant shall include any special provisions specific to this project within the Special Conditions Section of the Specifications.

Technical Conditions shall include both Caltrans and the City of Holtville Specifications. The City of Holtville Technical Specifications are contained in the City of Holtville Standard Details and Specifications – 2005.

### **C. SURVEYING**

The Consultant shall complete a comprehensive field survey at the project site. The consultant shall establish a permanent horizontal control along Ninth Street based upon the previous Ninth Street Improvement Project between Cedar and Palm Avenues. The horizontal control is to be utilized during the design and construction phases of the project and indicated on the plans. Stationing shall be established along the control line. The consultant shall obtain and identify all the existing facilities within the project vicinity on the Improvement Plans. The Consultant shall coordinate with utility purveyors to verify their requirements relative to the sidewalk improvements to be completed. The utility purveyors' requirements shall be addressed on the Improvement Plans. All above grade utilities shall be illustrated on the plans. Known underground utilities as obtained from previous improvement plans, utility company as-built plans or field observations shall be illustrated on the improvement plans. Field photos shall be obtained. The right-of-way and property line research shall be completed within the project site. Recorded documents and maps shall be obtained to define the City of Holtville and County of Imperial Right-of-Ways. Property lines and APN information shall also be obtained and illustrated on the Improvement Plans.

### **D. ESTIMATE**

The Consultant shall prepare detailed Engineer's Quantity and Cost Estimates for the project at the conclusion of the project design.

## **E. RECORD KEEPING**

Upon project design completion, all records are to be compiled in (a) three (3) ring binder(s), prominently labeled on the face and spine with the title **PROJECT NAME: City of Holtville – Ninth Street Phase II Improvements between Palm and Olive Avenues; FEDERAL AID PROJECT** to serve as a record of the project's design phase. Photographs of the work site are to be included in the record of the project. All communications with the City of Holtville, Caltrans, the County of Imperial, utility purveyors, property owners and other involved agencies shall be included in the binder. Additionally, a copy of the record of the project during the design phase is to be provided in Portable Document Format (PDF) on one (1) USB thumb drive.

Consultant's records shall be maintained for inspection by the City for a minimum of three (3) years after final payment to the Consultant.

All hard copy and electronic file tracings, plans, specifications, and maps prepared or obtained under the terms of the Agreement with the City shall be delivered to and become the property of the City, and basic survey notes, sketches, charts, computations, and other data, prepared or obtained under such Agreement, if not required to be provided, shall be made available upon request to the City without restriction or limitation on their use.

## **F. REFERENCE DOCUMENTS**

Reference documents for this project include the following:

1. City of Holtville – Ninth Street Improvement between Cedar and Palm Avenues - 2014 - Improvement Plans and Specifications. The PDF copies and electronic AutoCAD plans will be made available to the Design Engineer after the consultant is selected by the City of Holtville. The Design Engineer is responsible to check all horizontal and vertical information on the plans, including project benchmarks.
2. City of Holtville – Ninth Street Improvement Project between Melon and Olive Avenues - 2001 - Improvement Plans. The PDF copies and electronic AutoCAD plans will be made available to the Design Engineer; however, due to the age of these electronic documents the usefulness and accuracy of the electronic files may have been compromised and may be of no value. The Design Engineer is responsible to check all horizontal and vertical information on the plans, including the project benchmarks. The elevation datum consistency between the Ninth Street Improvement between Cedar and Palm Avenue – 2014 plans and the Ninth Street Improvement Project between Melon and Olive Avenues – 2001 plans is questionable and is not to be assumed to be consistent between the two (2) projects.
3. City of Holtville Standard Details and Specifications dated June 13, 2005.

*Reference documents are considered integral addenda to this RFP and their specifications intrinsic to the design process. The above-referenced documents for this project can be accessed at the following secure web link:*

<ftp://client07072016:10GoN!789@theholtgroup.net>

## **IV. RESPONSIBILITIES OF THE CITY**

1. The City will provide a designated City Project Administrator to review project specific items throughout the duration of the project design phase.
2. The City will pay an agreed upon amount normally within 30 days after receipt of an invoice(s). Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks. Separate invoices shall be submitted for specific project billings.

3. The City reserves the right to perform any portion of the Scope of Work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.

## **V. PROPOSAL CONTENT AND INFORMATION**

Proposal should be typed, organized and concise, yet comprehensive.

**It is requested that responders submit a Not to Exceed fee based on hours worked to perform the services set forth in the Scope of Work. Provide a clear breakdown of the costs either by phase, including staff, or by item, by hour. No subcontractors shall be utilized without prior authorization by the City.**

### **A. General Requirements**

1. Project Cover Sheet
2. Table of Contents
3. Provide a cover letter
4. State the interpretation of the engineering design services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and Agency requirements regarding this project.
5. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, license numbers, e-mail if available, and phone number.
6. The Consultant is representing itself as a qualified professional in providing engineering design services. The Consultant is to offer recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience in similar projects that will be delineated in the respondent proposals.
7. List any sub-consultants participating in the project. Describe the services to be performed by the sub-consultants. Identify the qualifications and resumes of all sub consultants that will be utilized.

### **B. Cost and Fees**

1. Provide a clear breakdown of costs by task including designated staff, hourly rate and hours. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. The consultant shall list a lump sum value for these additional expenses on the fee schedule spreadsheet. A Not to Exceed fee breakdown by task of the project based on billable hours is required. Also detail what hourly rates for overtime will be used as needed.
2. Submit itemized hourly fee schedule for additional services beyond the scope of work.
3. Costs and Fees must be provided within a separate sealed envelope within the submittal of the proposal.

**VI. APPLICABLE DOCUMENTS**

- 1. Local Assistance Procedures Manual
  - a. Chapter 12
  - b. Chapter 15
  - c. Chapter 16
  - d. Chapter 17

These chapters can be found at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

- 2. Caltrans Latest Edition of
  - a. Standard Plans and Standard Specifications
  - b. Construction Manual
  - c. California Manual on Uniform Traffic Control Devices (CAMUTCD)
- 3. City of Holtville Quality Assurance Program (QAP)
- 4. City of Holtville Standard Details and Specifications dated June 13, 2005.

**VII. EVALUATION OF PROPOSALS**

The Proposals will be evaluated according to the following criteria and point system.

**PROPOSAL EVALUATION CRITERIA**

1. Understanding of the work to be completed.	20 points
2. Experience with similar kinds of work.	20 points
3. Familiarity with State and Federal procedures.	20 points
4. Consultant Fee	20 points
5. Demonstrated Technical Ability.	<u>20 points</u>
Maximum Total Points	100 points

A Committee will review and evaluate the proposals. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any and all proposals or to waive any irregularities or informalities submitted in any proposals or in the proposal and selection process. The City also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee's recommendation.

Submit five (5) copies and one (1) electronic copy in Portable Document Format (PDF) on a clearly labeled USB Flash Drive with the following title:

**CITY OF HOLTVILLE  
REQUEST FOR PROPOSALS  
for  
Engineering Design for the Ninth Street Phase III Pavement Improvements Project  
Between Palm and Olive Avenues**

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Holtville Contract Administrator at the following address:

Mr. Nicholas D. Wells  
City Manager/ Project Administrator 121 West Fifth Street  
Holtville, CA 92250  
Phone: (760) 356-4574  
Email: NWells@Holtville.ca.gov

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Sub-consultants shall not be allowed to be engaged by the Resident Engineer / Construction Manager after the proposals are submitted to the City of Holtville.

This RFP does not commit the City of Holtville to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.