City of Holtville

Request for Proposals for
Engineering Design & Miscellaneous Services

for the

Holtville Citywide Street Improvement Project
(2017-18)

August 31, 2017

Funding Provided by:
Highway User Tax &
Measure D Transportation Funds

Requested by:
Nick Wells, City Manager
City of Holtville
121 W Fifth Street
Holtville, California  92250
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Street Assessment Map .................................. Attachment "A"
I. PROCUREMENT STATEMENT

CITY OF HOLTVILLE
REQUEST FOR PROPOSALS
for
Engineering Design & Miscellaneous Services
for the Holtville Citywide Street Improvement Project
(2017-18)

Funded by Highway User Tax & Measure D Transportation Funds

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 & Miscellaneous Services for the above-listed project.

Funding for the Design phase of this project is provided by local revenue from Highway User Tax and Measure D Transportation Funds.

SUBMISSION DEADLINE: Receipt up to, but no later than 4:00 p.m., September 19, 2017

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

Any agreement entered into pursuant to this notice shall adhere to provisions of Federal Davis-Bacon Law and State Labor Code of the State of California. Compliance with the higher of Federal or State prevailing rates of wages established by Davis Bacon and the State Director of Industrial Relations will be required. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Sections 1720 and 1775. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be required.

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

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 any proposals or in the proposal and selection process.

II. **PROJECT DESCRIPTION**

The intention of the proposed Holtville Citywide Street Improvement Project (2017-18) is to rehabilitate the existing City of Holtville Street System. The City of Holtville Street System consists of 17.74 miles of streets, the majority of which have curb and gutter bordering the street edges.

A Street Assessment Map (SAM) has been completed and is included as "Attachment A" of this document. The SAM categorized the 17.74 mile street system according to the type of rehabilitation method to be used to improve the street sections. The SAM recommends that a portion of the street sections be improved with crack sealing followed by a type 2 slurry sealcoat. It will be necessary to replace isolated pavement failure areas within these street sections. The failure areas are to be removed and replaced with A.C. pavement and class 2 base. There is a significant amount of traffic striping within the Holtville Street System, especially in the area of the schools, churches and Holt Park. Replacement of the traffic striping in accordance with the existing traffic striping configuration / layout will be required. It will be necessary to identify water valve risers and covers, gas valve risers and covers and manhole frames and covers and remove the slurry material from the frames and covers.

There are three (3) pavement sections which are to be improved with the application of an SS-1H fog seal and the replacement of any pavement failure areas.

It is recommended that a portion of the more deteriorated street sections receive an Asphalt Rubber Aggregate Membrane (ARAM) followed by a type 2 slurry sealcoat. It will be necessary to replace isolated pavement failure areas within these street rehabilitation roadway sections. The failure areas are to be removed and replaced with A.C. pavement. Traffic striping replacement will be required. It will be necessary to identify water valve risers and covers, gas valve risers and covers and manhole frames and covers and remove the ARAM and slurry sealcoat material from the frames and covers.

The street sections to be crack sealed and slurry seal coated are to be completed first. The more deteriorated street sections to receive crack sealing, an ARAM and a slurry sealcoat are to be completed up to the available construction budget. The Project Manager will determine the Street Improvement Section priority during the design period. The Engineering Design Consultant shall prepare a comprehensive Engineers Opinion of Probable Quantity and Engineers Opinion of Probable Cost at the 90 and 100 percent design completion stages. The number of street sections which can be accommodated within the available street budget shall be determined according to the Engineers Opinion of Probable Cost during the project design.

III. **SCHEDULE OF EVENTS**

The Schedule of Events for the Design Engineering Consultant services procurement is as follows:

- **Issue Request for Proposals**  
  August 31, 2017
- **Proposal Due**  
  September 19, 2017
- **Bid Evaluation**  
  September 21, 2017
- **City Approves Agreement**  
  September 25, 2017
- **90% Plans & Specifications Due to City of Holtville for Staff Review & Comment**  
  October 20, 2017
- **100% Completed Plans & Specifications Due to the City of Holtville**  
  October 27, 2017
IV. SCOPE OF WORK

The scope of work is to complete the design of the Holtville Citywide Street Improvement Project (2017-2018), herein after referred to as “Project”, in accordance with the provisions of this Request for Proposals. The Engineering Consultant shall prepare the plans and specifications for the bidding and construction of the project. The documents shall be prepared in accordance with the City of Holtville Standard Details and Specifications dated June 13, 2005.

The plans shall include a Title Sheet. The Title Sheet shall include a Project Description, Location Map, Sheet Index, Listing of the City Council Members, Listing of the City Staff, Abbreviation List and General Conditions.

A City of Holtville Street Improvement System Map shall be included with the improvement plans similar to the City of Holtville Street Assessment Improvement Map included as "Attachment A" with this RFP. A listing of the City Streets according to Street Section, the length, width and pavement areas in square feet and square yards shall be listed. The Street Sections shall be segregated into the type of street improvements to be completed. Pavement failure areas shall be illustrated on the map. It will be necessary for the consultant to review and identify all the pavement failure areas within the City of Holtville Street System. The pavement failure areas shall be illustrated on the map. The manholes and water valves within the Holtville Street System shall be illustrated on the map.

A chart for the Crack Seal and Slurry Seal improvement street sections shall be provided on the plans. The Chart headings shall include the street section, street name, from, to, street width, street length, pavement area in square feet and square yards, crack length for each street section in feet, accumulated crack length footage, dry pound sand application per square yard and dry sand required per street section in pounds and tons.

A chart for the street improvement SS-1H Fog Seal shall be provided on the plans. The chart headings shall include the street section, street name, from, to, street width, street length, pavement area in square feet and square yards and SS-1H application rate.

A chart for the crack sealing, ARAM and slurry sealcoat street improvement sections shall be provided on the plans. The chart headings shall include the street section, street name, from, to, street width, street length, pavement area in square feet and square yards, crack seal length for each street section in feet, accumulated crack seal length, dry pound sand application rate, dry pound sand for each street section and accumulated dry pound sand.

A chart for the pavement failure areas shall be provided on the plans. The chart headings shall include the pavement failure area number, location, length, width, area, depth of A.C. pavement in feet, A.C. demolition material in cubic yards, accumulative A.C. demolition material, new A.C. pavement in pounds and tons, accumulative A.C. pavement in tons, lineal footage of pavement sawcutting and accumulated lineal footage of pavement sawcutting.

A typical section of the ARAM/Type 2 Slurry Improvements shall be illustrated on the plans.

A typical A.C. pavement failure area section shall be illustrated on the plans.

Striping plans shall be prepared for the street sections for which striping currently exists. The striping shall be replaced according to its current layout. Striping Plans shall be prepared at a scale of 1 inch equals 40 feet on 24 inch x 36 inch drawings.

The consultant shall prepare Specifications for the project. The Specifications shall include the following:

1. Legal Advertisement
2. Instructions for Bidders Section including prevailing Wage Forms
3. Proposal Forms
4. Contract Documents
IV. **SCOPE OF WORK (Continued)**

5. General Conditions
6. Special Conditions
7. Technical Conditions

The consultant shall prepare an Engineers Opinion of Probable Quantity and an Engineers Opinion of Probable Cost for the 90 and 100 percent plan review.

Project deliverables shall include two (2) hard copies of the Plans and Specifications, electronic copies of the Plans in AutoCAD and pdf format, and electronic copies of the Specifications in both Word and pdf format for both the 90 and 100 percent completion stages.

V. **PROPOSAL CONTENT & INFORMATION**

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

1. **General Requirements**
   1. Project Cover Sheet.
   2. Table of Contents.
   3. Cover letter.
   4. State the interpretation of the Consultant Services to be performed as described in the Scope of Work. Included in this narrative shall be statements committing to completion of the required work in accordance with the "Schedule of Events" presented in Section III and a commitment that the terms presented in the proposal shall be valid for 90 days from the date of submission.
   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 and phone number(s).
   6. Designate the location of the office from which work is anticipated to be completed and the number of employees of the company.
   7. Identify the key personnel to complete work on this project. Provide resumes describing the qualifications of the key personnel. Include educational background, professional registrations and affiliations.
   8. Consultant shall list four (4) other design projects completed of a similar nature. List the client, contact person, telephone number, year completed and dollar amount of the project.
   9. List four (4) client references. Include client name, address and telephone number.
   10. List the company name, contact person, address and phone number of any sub-consultant to be used for this project. Describe the services to be performed by the sub-consultants that will be utilized.

2. **Compensation**

   The consultant shall list the lump sum fee for the preparation of the design documents, as described in the Scope of Work. In addition, the consultant shall include a separate fee for services during the bidding phase, which include responding to Requests for Information, clarifications for the plans and specifications and review of addenda. A separate fee shall also be included for services during the construction period, including responding to Requests for Information and attendance of the pre-construction conference.
VI. INSURANCE

The consultant shall provide the following insurances with regard to this project:

1. Automobile Insurance - Combined Single Limit $1,000,000
2. Professional Liability Insurance (Errors & Omissions Insurance) $2,000,000
3. Commercial Liability Insurance $2,000,000
4. Workers Compensation and Employer’s Liability Insurance $1,000,000

The consultant shall provide an Insurance Certificate to the City of Holtville issued from the consultant’s insurance carrier within five (5) working days of the award of contract.

VII. RESPONSIBILITIES OF THE CITY

1. The City Manager will serve as the City's Project Administrator to review project specific items during the course of the project design. The City Manager and Public Works Foreman will review and comment on the plans, specifications and Engineers Opinion of Probable Quantity and Cost during the project design period.
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 will not provide dedicated workplace facilities.
4. 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.

VIII. EVALUATION OF PROPOSALS

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

PROPOSAL EVALUATION CRITERIA

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<td>1. Understanding of the Work to be Completed</td>
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<td>2. Experience with Similar Kinds of Work</td>
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<tr>
<td>3. Consultant Fee</td>
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<td>4. Demonstrated Technical Ability</td>
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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.

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 explanations 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 Phone: (760) 356-4574
121 West Fifth Street Email: NWells@Holtville.ca.gov
Holtville, CA 92250
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 the consultant’s response to this proposal. Sub-consultants shall not be allowed to be engaged by the primary contractor after the proposal is accepted, approved by the City of Holtville and a Notice to Proceed has been issued.

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.
Exhibit A

Street Assessment Map
HIGHWAY 115 STREET SECTIONS WERE IMPROVED WITH A 1 1/2" ARHM OVERLAY AS PART OF 146 STREET SECTIONS TO BE IMPROVED BY CRACK SEALING, STREET SECTIONS NOT MAINTAINED BY THE CITY OF HOLTVILLE - 5 CITY OF HOLTVILLE