

**CITY OF HOLTVILLE**

**Request for Proposals for  
Engineering Design & Bidding Services**

**for the  
East Ninth Street Pedestrian Improvements Project  
(Webb Avenue to Oak Avenue - 2023)**

**Issued: March 30, 2023  
*Proposals Due: April 18, 2023***

**Project Funding Provided by:  
The Congestion Mitigation and Air Quality (CMAQ) Program**

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

**I. PROCUREMENT STATEMENT**

**CITY OF HOLTVILLE  
REQUEST FOR PROPOSALS  
for  
Engineering Design & Bidding Services  
for the East Ninth Street Pedestrian Improvements Project**

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 & Bidding Services** for the above-listed project.

**SUBMISSION DEADLINE:** Receipt up to, but no later than 4:00 p.m., **April 18, 2023**

To be considered for negotiation and award of a contract, four (4) 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. Please provide at least one unbound copy of the proposal for filing purposes.

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.

Agreements shall not be entered into with a consultant without an adequate financial management and accounting system(s) as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

## **I. BACKGROUND & PROJECT DESCRIPTION**

The City of Holtville has obtained Federal Highway Administration funding through Caltrans and the Congestion Mitigation and Air Quality (CMAQ) Program for street and sidewalk improvements along Ninth Street between Webb Avenue and Oak Avenue ("Project"). The Project includes installation of curb, gutter and sidewalk along with street widening.

A recent project included similar work from Beale Avenue past Webb Avenue, but funding limitations stopped the extent of construction. This project will continue the work from that project and connect to the curb, gutter and sidewalk on the southern edge of the Holtville Estates subdivision

## **II. SCOPE OF WORK**

The selected firm will provide Design Engineering Services for the proposed roadway improvements in accordance with the City of Holtville's Standard Details and Specifications.

Design Engineering Services shall include the following:

- Field Survey Work
- Preparation of Improvement Plans
- Preparation of Specifications in accordance with FHWA guidelines including Proposal Forms
- Preparation of Quantity and Cost Estimates
- Coordination of Project Design with City Staff
- Coordination with Utility Purveyors regarding existing facilities
- Preparation of DBE Calculations
- Preparation of Traffic Control Plan
- Preparation of Erosion Control Plan

Bidding Services shall include the following:

- Preparation of Schedule of Events
- Preparation and processing of the Legal Advertisement
- Preparation of the Plan Holder's List
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List
- Chair the Pre-Bid Conference
- Preparation of the Pre-Bid Conference Memorandum
- Coordination with Plan Holders during the bidding phase
- Preparation and Issuance of Addenda as required
- Assist in conducting the Bid Opening
- Preparation of the Bid Tabulation Form and review of received bids
- Processing of Contract Documents
- Preparation of Conformed Specifications

## **III. CONSTRUCTION BUDGET**

The funding awarded for construction of this project is \$400,000 from the CMAQ program, which requires an 11.47% local match, which was assumed to constitute the Design phase of the project.

**IV. PROJECT SCHEDULE**

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

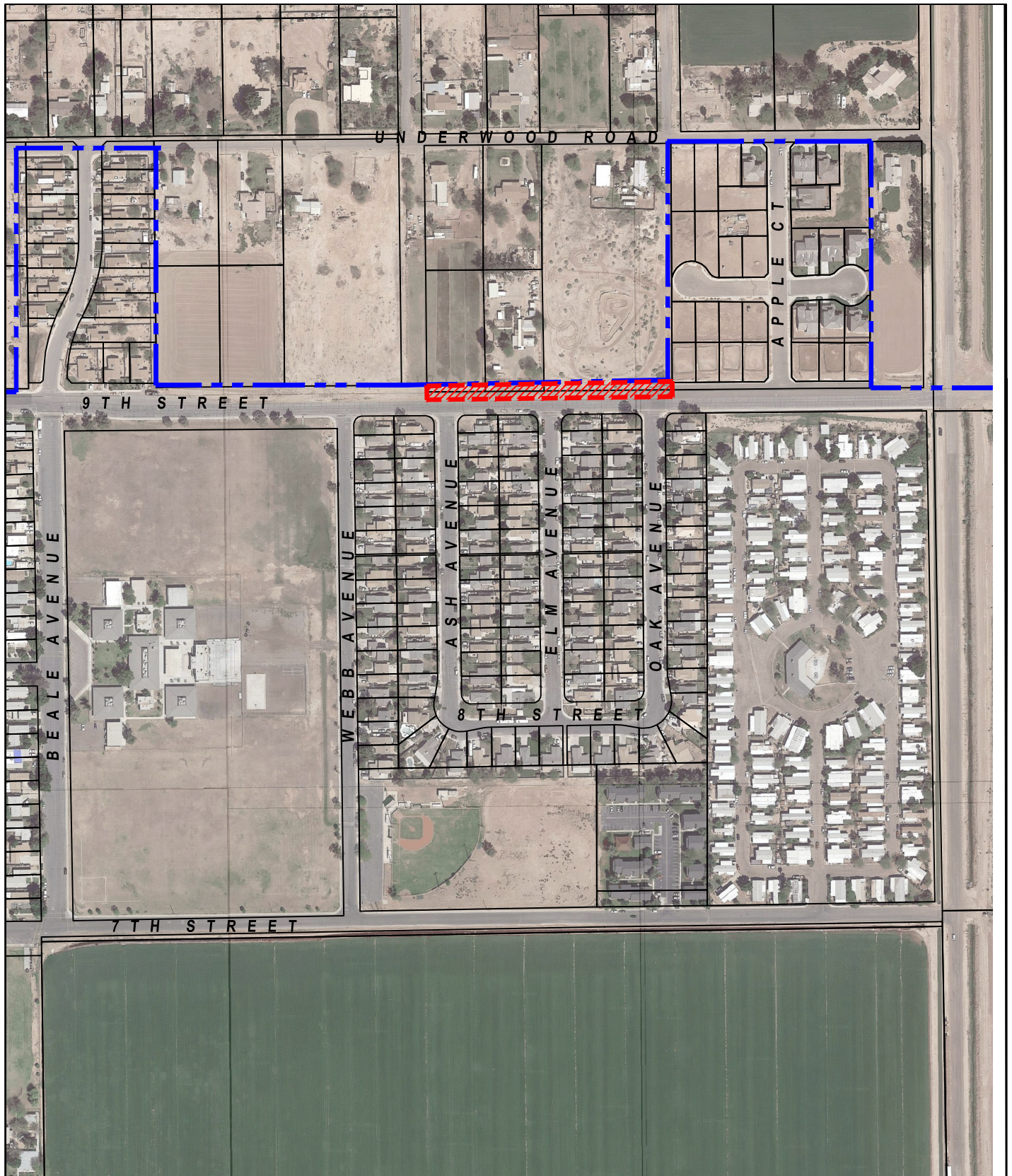
Issue Request for Proposals	March 30, 2023
Proposal Due	April 18, 2023
Bid Evaluation	April 20, 2023
City Approves Agreement	April 24, 2023

**V. ATTACHMENT "A"      Project Vicinity Map**

# *Attachment "A"*

## *East Ninth Street Pedestrian Improvements Project*

### *Project Vicinity Map*



Project Boundary

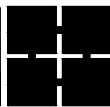


City Limits



Property Line

**The Holt Group, Inc.**  
ENGINEERING • PLANNING • SURVEYING



NOT TO SCALE

9TH STREET IMPROVEMENTS  
BETWEEN ASH & OAK AVENUE  
HOLTVILLE, CA 92250

VICINITY MAP

1601 N. Imperial Ave. El Centro, California 92243

(760)337-3883

THG Project No. 116.513

Date: 2/22/2022