

COUNTY OF TULARE

REQUEST FOR PROPOSALS

TRANSPORTATION CONSULTANT SERVICES

COMPLETE STREETS 30% CONCEPTUAL DESIGN
AND ESTIMATES FOR 4 SELECTED ROADWAYS

December 14, 2015



1.0 SUBMISSION INSTRUCTIONS

Qualified consultants are invited to submit one (1) electronic copy (on CD or DVD) and four (4) bound, hard copies of their proposal to:

Tulare County Resource Management Agency
Attention: Aaron R. Bock, Chief Planner
5961 South Mooney Boulevard
Visalia, CA 93277
E-mail address: abock@co.tulare.ca.us

This Request for Proposal, enclosures and relevant project information are available at the County of Tulare, Economic Development website at:

<http://www.tularecountyeconomicdevelopment.org/economicdevelopment/index.cfm/planning-documents1/>

All proposals must be received by 10:00 a.m. on Monday, January 4, 2015.

Late proposals will not be considered and will be returned, unopened.

Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded.

2.0 INTRODUCTION

The County of Tulare is seeking a qualified consulting (Consultant) firm to work in collaboration with the Resource Management Agency to prepare a Complete Streets, Conceptual (30%) Design, for the communities of Ducor, Strathmore, Cutler and Orosi. The Scope of Work for this matter is provided below.

3.0 PROJECT DESCRIPTION

The project can be described as assisting the County with the preparation of Complete Streets 30% Designs for existing selected roadways in Ducor, Tipton, Cutler and Orosi Communities. Section 5.0 and Exhibit 1, **the Scope of Work**, provides greater detail in connection with what is required for this matter.

4.0 SCHEDULE

The window of time for project delivery ends on **April 1, 2015**. Your agreement to the scope should include a proposed Project Schedule showing deliverable dates within this deadline.

5.0 SCOPE OF WORK

The Scope of Work for the 4 roadways required to assist the County with the completion of the Complete Streets Policies shall address the following streets:

- **Ducor: Road 236 from Ducor to Terra Bella; Class II Bike Lane**
- **Strathmore: Orange Belt Drive from North of Ave. 196 to Ave. 198**
- **Cutler: Ave. 408 from Road 408 to State Route 63**
- **Orosi: Ave. 413 from Road 124 to State Route 63**

The Budget for the Consultant's work associated with the preparation of these Complete Streets Policies shall not exceed **\$60,000** for the preparation of Conceptual Designs (30% design)

6.0 PROPOSAL FORMAT

A qualifying proposal must address all of the following points and shall be in the format outlined in this section.

- **Project Title**
- **Applicant or Firm Name**
- **Firm Qualifications**
 - Type of organization, size, professional registration and affiliations. Provide a general description of your firm and qualifications in the area of transportation and community planning.
 - Names and qualifications of personnel to be assigned to this project. Specifically, identify the individuals who would primarily work on the project. Provide resumes for each participating team member.
 - List of recent (within the last year) "complete streets" projects completed that are directly related to this project. This listing should include location, date started/completed, client contract and telephone number, and a brief description of the project scope.

Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Scope of Work.

- Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
- Client references from recent related projects, including name, address and phone number of individual to contact for referral. Please include only references that are directly relevant to this Request for Proposal and are current (last 4 years). Please include at least 3 such references with detailed contact information. At least one reference should be a project that the project manager took the lead on.

- **Understanding of and Approach to the Project**

- Summary approach to be taken
- Description of the organization and staffing to be used for the project.
- Indication of information and participation the proposer will require from County staff.
- Indication of time frame necessary to complete the 30% design plan set and recommendations once a Notice to Proceed is issued.

- **Fees and Insurance**

- Propose total fees to complete project as described under the Scope of Work, including a project budget that includes the rates and hours for services.
- The consulting firm shall be willing to comply with County insurance requirements as outlined in attachment – Insurance Requirements. Insurance shall be maintained in full force and effect for the duration of the contract and must be in the amount and format satisfactory to the County.

7.0 PROPOSAL EVALUATION

Qualifying proposals received prior to **10:00 a.m.** on **January 4, 2015**, will be evaluated and judged by a selection committee based on, but not limited to, the following factors:

- Experience of the consulting firm in similar projects, particularly involving analysis of infrastructure and needs assessments.
- Experience in identifying funding opportunities and constraints.
- Summary approach to developing this study, including any recommendations for potential components of this study not included in the above Scope of Work.
- Client references.
- Proposed project budget.
- Responsiveness to the Request for Proposals.
- Time frame necessary to complete the study.

8.0 SELECTION AND SCHEDULE

From the responses to this Request for Proposal, the County of Tulare County will create a short list of two (2) to four (4) consultants. From this short list, the County may request interviews and negotiate costs. The selected consulting firm must be qualified to provide the requested services, able to satisfy the insurance requirements of the County of Tulare, and be available to commence work according to the proposed schedule below.

- Request for Proposals Release Date **Dec. 21, 2015**
- Request for Proposals Responses Due by 10:00 a.m. **Jan. 4, 2015**
- Award of Contract by Bd. of Supervisors (estimated) **Jan. 19, 2015**
- Final 30% Plan Set Due **April 1, 2015**

9.0 DISCLAIMERS

- Where funds allocated to this project are not made available, withheld, or reduced by any federal, state, regional or local government entity, the County of Tulare is under no obligation to fund this project, including, but not limited to, any agreement that may be negotiated for consulting services which is the subject of this Request for Proposals.
- Any consulting firm selected must, as a condition of entering into any agreement with the County, comply with any requirements imposed upon the County by any federal, state, regional or local public agency, which has agreed to provide funding for this study including, but not limited to, any agreement or amendment that may be negotiated for professional consulting services which is the subject of this Request for Proposal.

- All costs incurred in the preparation and submission of proposals and related documentation will be borne by the consulting firm.
- Selection of qualified consulting firms will be made on the basis of the proposals as submitted, although the County reserves the right to interview applicants as part of the selection process.
- The County reserves the right to award the contract to the proposer who presents the proposal which in the judgment of the County of Tulare, best accomplishes the desired results.
- This Request for Proposal does not constitute an offer of employment or to contract for services.
- The County reserves the options to accept or reject any or all proposals, wholly or in part, received by reason of this request, and makes more than one award, or no award, as the best interests of the County may appear.
- All documents submitted to the County in response to this Request for Proposal will become the exclusive property of the County and may be returned to the proposer or kept by the County, in the County's sole discretion.
- All proposals shall remain firm for four (4) months, 120 days following closing date for receipt of proposals.
- Any contract awarded pursuant to this Request for Proposal will incorporate the requirements and specifications contained in this Request for Proposal. All information presented in a consulting firm's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the County during subsequent negotiations.
- The selected consulting firm must be qualified to provide the requested services, able to satisfy all insurance requirements of the County, and be available to commence work according to the proposed schedule contained in this Request for Proposal.

- Under the provisions of the California Public Records Act (the “Act”), Government Code section 6252 et seq., all “public records” (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer’s competitive position. If any consulting firm believes that information contained in its response to this Request for Proposal should be protected from disclosure, the consulting firm MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: The data on pages [___] of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the consulting firm’s competitive position. Proposer requests that such data be used only for evaluation of the response, but understands that the disclosure will be limited to the extent the County considers proper under law. If an agreement is entered into with the consulting firm, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

The County will not honor any attempt by a consulting firm to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, consulting firm shall indemnify, defend, and hold harmless, the County arising out of such dispute, lawsuit, claim or demand.

12.0 CONFLICT OF INTEREST

Consultant warrants that no official or employee of the County nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting

contract, not that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

13.0 INDEMNIFICATION

1. Consultant agrees to hold harmless and to indemnify the County from every claim or demand which may be made for any injury or death, or damage to property caused by Proposers in the performance of this contract.
2. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
3. If any judgment is rendered against the County for any injury, death, or damage caused by contractor in the performance of this contract, Consultant shall, at his own expense, satisfy and discharge any judgment.
4. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by County's negligence.
5. Consultant agrees that it shall immediately notify the County and Contract's insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.
6. As used above, the term County means the County of Tulare or its officers, agents, or employees.

14.0 ASSIGNMENT

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the County and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings. Any assignee would need to have equivalent qualifications as to retain grant award eligibility.

15.0 AWARD OF CONTRACT

Final selection rests with the County. The selected consulting firm will be required to enter into an agreement with the County for professional services. The Board of Supervisors will make the final decision and award the contract. The County reserves the absolute right to reject any and all proposals submitted, to negotiate appropriate modifications to a proposal, to negotiate a different agreement with any one or more consulting firms to request clarification or additional information from competitors, to negotiate appropriate modifications, and/or to waive any irregularity in the proposal as long as County procedures remain consistent with County of Tulare procurement procedures. Formal

interviews may or may not be conducted. The County also reserves the right to award a contract to the consulting firm that presents the proposal, which, in the sole judgment of the Tulare County, best demonstrates the expertise desired by the County. This Request for Proposal does not represent a commitment on the part of the County to award a contract

16.0 EXHIBITS

Exhibit "1" - Scope of Work

Exhibit 1: “Scope of Work”

Complete Streets Conceptual Design and Estimates Scope of Work

Support the County Resource Management Agency by preparing conceptual (30%) Complete Streets Plans and estimates for the unincorporated communities of Ducor, Strathmore, Cutler and Orosi.

Tulare County will provide topographic levels of Survey for designing the roadways.

Consultant’s tasks for this project shall include but may not be limited to:

- Review topographic base map survey and right of way information prepared by County.
- Prepare aerial and plan view base maps for preliminary design. Base maps shall include existing topographic roadway features and be suitable for presentation to community residents
- Attend site visit(s) as required with County Staff to identify and develop conceptual design.
- Review existing roadway users – Vehicular, Truck, Pedestrian, and Cyclist, Transit, and Adjacent land use access, Safe Routes to School – and incorporate findings into conceptual design.
- Prepare preliminary Conceptual layouts of each of the identified street segments highlighting the major improvements including horizontal curb layout, gutters, sidewalks, street centerlines, existing/proposed right of way, pavement reconstruction areas, drainage improvements, medians, signing, striping, transit stop locations, streetscape improvements, etc. Conceptual layouts shall be prepared by an engineer registered in the State of California and familiar with roadway design.
- Prepare Planning Level cost estimates for each prioritized street segments. The estimates shall be segregated into Preliminary Engineering, Right of Way, and Construction Phases. Cost estimates shall include quantities for major bid items and added costs for other minor items. Cost estimates shall include a 25% contingency and shall be in sufficient detail to apply for various funding sources.
- Conceptual Plans and estimates shall be suitable for incorporation into the final Complete Streets Policy Document. Final deliverables shall include conceptual plans submitted in PDF format and in AutoCAD format and estimates in PDF format and MS Excel format.