

**INLAND VALLEY DEVELOPMENT AGENCY
REQUEST FOR PROPOSALS (RFP)
FOR
THE PERFORMANCE OF PRELIMINARY ENGINEERING AND PREPARATION OF
ENVIRONMENTAL DOCUMENTS AND PLANS & SPECIFICATIONS RELATED TO
CENTRAL AVENUE FROM VALLEY VIEW TO MOUNTAIN VIEW AVENUE**

March 22, 2006

PROJECT DESCRIPTION

The Inland Valley Development Agency (IVDA) invites the submittal of a proposal from consultants interested in providing engineering and essential environmental professional services for the subject project. The IVDA now desires to improve their existing roads as part of the master planned development of the Inland Valley Development Agency Goods Movement Bill.

The first and highest priority is the improvement to Central Avenue. This will include full width improvements west of Tippecanoe Avenue, and (most probably) two WB lanes and one EB lane east of Tippecanoe Avenue. To accomplish this, approvals for these projects will require the clearance of the project through the California Environmental Quality Act (CEQA).

These improvements are likely to involve careful and timely coordination with land development projects adjoining the street, and the install of one or more water pipes in the street Right-of-Way.

For this effort, the IVDA will retain one consultant to prepare all necessary documents leading up to and including Plans, Specifications, and Estimates (PS&E) and Bid Package for this project. This work includes the necessary environmental documentation.

PS&E work and Bid Package must be completed and approved by IVDA, and the City of San Bernardino by August 1, 2006.

The design, environmental work and total cost for these improvements includes the Right-of-Way and utility relocations. The new water pipelines may or may not be part of this work, but need to be carefully coordinated, and will probably be part of the bid package to be developed as part of this work.

All such work must comply with Measure "I" (SANBAG and the City of San Bernardino, and perhaps, others) processes.

Those consults and/or consultant teams that produce work in the timely manner (successfully complete the pre-construction work) will be given the highest consideration for further assignments.

Additional work may be developed and assigned to the selected consultant if this assignment is completed in a satisfactory manner, as judged solely by IVDA.

Quality Control & Project Management

Consultant will ensure that the project is being designed and products developed in accordance with Consultant Quality Assurance Procedures. Change orders will not be generated by the consultant, and rework will normally be the responsibility of the consultant, assuming that their efforts resulted in plan revisions. The consultant will be working closely with a PM selected by IVDA. There will also be the need with the City, Water and other utilities, land developers, and others. The consultant will keep good record, provide bi-weekly progress reports, generate meeting minutes, and related items. The consultant will keep time records and provide monthly invoices/progress reports.

Data Collection

Consultant will collect existing as-builts, documents, and other information pertinent to this proposed project. Design elements and information concerning land development (adjacent to the project), local standards, build-out criteria, utilities and related items will be performed by the consultant in a timely manner.

Preparation of Necessary Planning/Funding Documents

Consultant will prepare project documents, as needed, for planning requirements, funding procedures (e.g., SCAG, SANBAG), and agency authorizations in a timely manner. Consultant will, as directed, submit these documents to the appropriate entities and follow up for the most timely and positive response.

Surveys/Base Mapping/Utility Search

Purpose: To collect survey data, mapping, and utility information necessary to develop base plans that shall be utilized in the presentation of alternatives.

Approach: The project mapping and design shall be done in English units. Consultant shall prepare design level mapping of the project area described above at 1-foot equals 50 feet with 1-foot contour intervals in accordance with Caltrans standards for design level surveys. The above-referenced mapping shall extend sufficiently to show impacts to adjacent Right-of-Way and local streets. Consultant will utilize the new mapping to create a reference base with individual plan sheets

Consultant shall request maps and records from utility owners with facilities within the project limits and field verify the major utilities that are impacted. Major utilities shall be plotted on the project base sheets from the results of this record search and verification. High-risk utilities, as defined by IVDA, shall be identified. Potholing for identification and/or verification purposes is considered to be within the scope of work. Consultant shall identify the anticipated number of potholes for the project.

Product: Base Mapping and potholing and positive (x, y, and z) location of utilities.

Construction Traffic Impact Analysis

Purpose: The purpose of the traffic impact analysis is to document construction traffic conditions resulting from this specific project and prepare the applicable Maintenance of Review and approval the MOT recommendations by the City will be required.

Approach: The approach is consistent with City guidelines for construction traffic impact analysis. Previous traffic analysis will be used as a basis for such efforts.

Product: Approved Maintenance of Traffic plan, for inclusion in the PS&E and Bid Package.

Right-of-Way

Purpose: To identify Right-of-Way impacts on appropriate engineering plans and prepare Caltrans typical Right-of-Way Data Sheets for each alternative.

Approach: Based on the preliminary geometric plans, Right-of-Way impacts shall be documented for each alternative for review and approval by Inland Valley Development Agency. Potentially impacted areas shall be reviewed to assess the likely degree of impact (full or partial take, severance, etc.). Consultant shall work closely with IVDA and other stakeholders on estimates for the Right-of-Way acquisitions to prepare proper project budgets. Right-of-Way delineation shall be based on record information. Individual parcel maps, preliminary title reports, and appraisals shall be included.

Appraisal and acquisition documents shall be part of the project.

Products: Right-of-Way Delineation on Layout Plans and Right-of-Way Data Sheets (including Right-of-Way and utility relocation costs).

Drainage

Purpose: To identify drainage impacts and determine the drainage improvements required by the various alternatives including storm water runoff treatment facilities.

To identify the major storm drain improvements affecting the project.

Approach: Preparation of a Storm Water Data Report is required as part of this task. It is anticipated that surface runoff from the roadway may require treatment prior to discharge into the Santa Ana River. Preparation of the SWDR will define the appropriate types of Best Management Practices (BMPs) for the project. Costs for the BMPs shall be identified including any additional Right-of-Way as may be required.

Local roadway drainage and off site drainage affecting the roadway shall be identified. Gross acreage calculations for the tributary drainage areas shall be identified. Major drainage facilities will be set based on these tributary areas for project budgeting purposes. Final hydraulic analysis for the storm drain will be performed for the project.

Product: Identification of Major Drainage Improvements on Engineering Plans and Inclusions of Drainage Improvements in Cost Estimates and delivery of the SWDR.

Geotechnical Investigation

Purpose: Geotechnical investigation for the project will be performed.

Approach: Previous Geotech data can be used, if the City and IVDA find that it is sufficient. The consultant shall investigate Geotech conditions and make recommendations for the structural sections of the roadway and related improvements. Such recommendations are subject to the review and approval of the City before they are used in the design process.

Product: A geotechnical report shall be prepared and delivered documenting the findings and recommendations from this investigation. The report shall identify the detailed design investigations that will be required for the project.

Environmental Documentation

Purpose: Conduct the required environmental studies needed to obtain environmental clearance for, but not limited to, biological studies including special surveys for endangered species as may exist, cultural studies, hazardous wastes, noise and air quality studies based on the results of the Traffic Impact Analysis, and other studies as may be required under CEQA. Consultant shall propose the various studies as may be anticipated for the approval of this project through both the CEQA process. It is hoped that a CE document will be sufficient, but the consult will have to investigate this possibility in cooperation with IVDA and the City.

Approach: Prepare the necessary documentation and field surveys (if necessary), conduct sound and noise testing (if necessary), review literature on culturally significant elements that may exist at the site, and other such studies and tests to satisfy the requirements of CEQA. Previous environmental work done in the area will serve as a basis for this effort.

Product: Environmental document sufficient to clear the project.

Plans, Specifications and Estimate inducing Complete Bid Package

Purpose: Consultant shall develop Plans, Specifications, and Estimates (PS&E), including a detailed engineering layout of the proposed project, utility relocations, environmental mitigation that is to be engineered, and all other elements. Design exceptions from the City's and utilities' applicable design criteria will be identified and noted in the study. Actions required to avoid exceptions to these standards will be discussed in the study. The engineering document referred to as part of the environmental document.

Approach: The study shall include sufficient discussion to identify all engineering related matters. The consultant shall also take into account condition of approval items related to street improvements on this corridor.

Product: Complete PS&E and Bid Package approved by IVDA and the City.

PROPOSAL ORGANIZATION AND CONTENTS

The Proposal may be organized in any manner the Consultant wishes. It should include the name and location of the designated project manager and a general organization chart showing the names of the key personnel to be assigned to the project. The project manager, or his authorized representative, shall be available to the Agency throughout the duration of the contract.

In addition, to be considered responsive to this request, the following information shall be included within the submitted proposal:

- Company Profile including contact information (brief).
- Location of the Proposed Office of Work (brief).
- Prime Consultant description of the firm's history and operations especially as it relates to work in the area (no more than one page).

- Relevant Firm Experience on similar projects dealing with multi-agency jurisdictions in the past 3 years (no more than 2 pages).
- Proposed Project Organization and staffing – Name the proposed Project Manager (PM), additional key team staff, and subconsultants (no more than 2 pages).
- Resumes of Key Personnel outlining relevant experience (not counted as part of the page limit).
- Provide list of recent and relevant experience of the Project Manager and other key staff members relevant to similar projects and projects in the area, including those in Caltrans District 8 and in the cities that are members of the IVDA JPA. [Any change to the proposed PM and other staff critical to the success of the assignment will require the approval of the IVDA, in writing. The proposer shall acknowledge this requirement in its proposal.]
- Availability of PM and key staff for this effort (brief).
- 5 recent (past 3 years) references for the PM for similar work in San Bernardino or Riverside counties (brief).
- A brief description of the subconsultants experience related to that portion of the project for the subconsultant will be responsible (brief).
- Subconsultant key personnel and resumes for subconsultant personnel (resumes are not counted as part of the page limit).
- Provide a discussion of the Project Approach to deliver the Scope of Work and the key tasks that will be required to deliver the project. Include discussion of unique methods or techniques, which could result in time savings during design and/or savings in construction cost (not more than 4 pages).
- Schedule for completion for the project. State the assumptions used.
- Overall discussion (effort, general tasks, and general schedule) and commitment by the consultant to get assigned projects to a point of bid advertisement.

INSURANCE REQUIREMENTS

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the IVDA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

SUBMISSION REQUIREMENTS

- A. All submittals shall be received at the following address no later than 2:00 PM on April 13, 2006.

Submit Request for Proposal To:

Inland Valley Development Agency (IVDA)
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
Attn: Ms. Kelly Berry, Clerk of the Board

- B. Interested firms shall submit an original and five (5) copies of its submittal by the deadline stated above. The proposal shall be no more than 15 single-sided sheets of standard 8 ½ x 11" paper, and all pages shall be three hole punched. Fonts shall generally be no less than 11 pts., except for figures and tables. Over-sized pages can be included, but will count as 2 pages. Resumes are excluded from the page count.
- C. Submittals, which arrive after the deadline, for any reason will disqualify the firm.
- D. Submittals shall be sealed within one (1) envelope and be clearly marked "**THE PERFORMANCE OF PRELIMINARY ENGINEERING AND PREPARATION OF ENVIRONMENTAL DOCUMENTS AND PLANS & SPECIFICATIONS RELATED TO CENTRAL AVENUE FROM VALLEY VIEW TO MOUNTAIN VIEW AVENUE.**"
- E. Submittals shall not include any reference to proposed cost services. Any submittal that includes cost information will be disqualified and removed from the selection process.

PROPOSAL EVALUATION AND SELECTION

A consultant selection committee representing The City of San Bernardino Caltrans and Inland Valley Development Agency staff will be appointed to evaluate proposals received. The committee for the purpose of ranking proposals will consider each of the criteria listed below.

EVALUATION CRITERIA

Each proposal shall be evaluated and scored based upon the following criteria:

| | <u>POINTS</u> |
|--|---------------|
| 1. Firm's history and resource capability for required services | 10 |
| 2. Evaluation of assigned PM and key personnel and their availability | 25 |
| 3. Related recent experience of the PM Key personnel | 15 |
| 4. Project understanding and approach and ability to meet the schedule | 35 |
| 5. Familiarity with local area (geography and facilities) | 5 |
| 6. References | 10 |

Following evaluation and scoring, a shortlist of consultant may be invited to an interview process for further ranking.

AWARD OF CONTRACT

It is the IVDA's intent to award a contract to the most qualified firm that can provide all of the services identified in the RFP document. However, the IVDA reserves the right to accept or reject any or all Submittals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the IVDA. Submitters shall be responsible for any and all expenses incurred in the preparation of Submittals. The selected firm to be awarded the contract will enter into an agreement with the IVDA using an IVDA standard consultant contract.

PUBLIC RECORD

Respondent's attention is drawn to the fact that all proposal documents submitted are subject to the California Code Section 6250 et. Seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed in recommendation for award to the IVDA.

TERMS AND CONDITIONS:

- This RFP does not commit the IVDA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the IVDA as public records. All RFPs may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
- The IVDA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.
- The IVDA reserves the right to cancel, in part, or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises the RFP, all respondents of record will be notified in writing by the IVDA.
- Selection announcements, contract awards, and all data provided by the IVDA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the IVDA Director of Property Management.
- The IVDA reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

SELECTION PROCESS SCHEDULE

The proposed schedule for this Project is as follows:

| | |
|---|-------------------------------------|
| RFP's Available per IVDA Board Authorization | March 22, 2006 |
| Proposals Due | April 13, 2006 (2:00 PM local time) |
| Review proposals and short list firms for interview | April 14-18, 2006 |
| Notice of Firms to be Interviewed (Optional) | April 19, 2006 |
| Interviews (Optional) | April 20-21, 2006 |
| Notice of Selected and Recommended Firm | April 24, 2006 |
| IVDA Negotiate Contract(s) | April 24-28, 2006 |
| Contract(s) Awarded by IVDA Board | May 10, 2006 |
| Kickoff Meeting | May 11, 2006 |

Any questions regarding this Request for Proposal should be directed to:

Alex Estrada
Director of Property Management
San Bernardino International Airport Authority
Inland Valley Development Agency
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
(909) 382-4100 ext. 231
Fax: (909) 382-4106
aestrada@sbdairport.com