



**CITY OF MARYSVILLE**

**REQUEST FOR PROPOSALS**

**City Contract No. 19-02  
Project Number ATPL-5009(029)**

**Professional Design Services for**

**Marysville Bicycle and Pedestrian Improvement Project**

**Date Released: September 12, 2019**

**City of Marysville  
526 C Street  
Marysville, CA 95901**

**Deadline has been extended:  
Proposals are due prior to 4:00 P.M., October 18, 2019**

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## INTRODUCTION

The City of Marysville (City) is requesting proposals (RFP) for Design Services.

The Marysville Bicycle and Pedestrian Improvement Project in the City will be funded with City and State dollars requiring the Consultant to follow all pertinent local and State laws and regulations.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided under Evaluation Criteria of this RFP.

Total amount payable to the Consultant shall not exceed \$66,000 and with a performance period of the contract from the date approved by City Council to December, 2020.

It shall be the Consultant's responsibility to check the City website to obtain any addenda that may be issued.

The Consultant's attention is directed to section "Proposal Requirements". In addition, a maximum of **20 sheets** of paper printed double-sided, including cover letter and resumes. The cover page, table of contents, tab dividers, cost proposal, schedule, Caltrans Local Assistance Exhibits and agreement comments shall not count in the number of sheets stated above.

Submit four (4) hard copies and one (1) electronic copy in PDF format on a thumb drive of the Consultant's proposal. Include your cost proposal using the Exhibit 10H and include in a separate sealed envelope. The hard copies and thumb drive shall be mailed or submitted to the City prior to **4:00 P.M., October 18, 2019**. Emails shall have a subject line which reads: "**Marysville Bicycle and Pedestrian Improvement Project**" and address as follows:

Paul Richardson  
Community Development Consultant with Municipal Advisory Service  
526 C Street, P.O. Box 150  
Marysville, CA 95901

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 P.M., **October 18, 2019**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City of Marysville.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: October 18th – October 25th

Cost Negotiation with first ranked consultant: November 2019

Contract Award and Notice to Proceed: December 2019

Any questions related to this RFP shall be submitted in writing to the attention of Paul Richardson via email at [prichardson@marysville.ca.us](mailto:prichardson@marysville.ca.us). Questions submitted before 5:00 PM on October 11, 2019.

No oral question or inquiry about this RFP/RFQ shall be accepted.

## PROJECT DESCRIPTION AND BACKGROUND

This RFP relates to Design Services for the Marysville Bicycle and Pedestrian Improvement Project.

This project is funded with State and local City funds. The City has received Active Transportation Program (ATP-Cycle 3) grant State funds for the final design (PS&E) and construction of this project. The project scope map from the ATP application is included as Attachment 2 of this RFP.

The City will complete the PA&ED phase work, environmental review and CEQA requirements.

Pedestrian improvements include closing a sidewalk gap near downtown, and high visibility crosswalks with RRFBs and speed feedback signs to improve safety near two schools. A raised intersection improves safety and access to Ellis Lake Park. These improvements support the economy by refining access to downtown while promoting walking to schools and parks by improving difficult crossings.

Bicycling improvements include a network of on-street bikeways and bicycle parking to lay the foundation for bicycling as a visible mode of transportation, linking scattered segments of existing on-street bikeways. Three key school access corridors were striped with bike lanes decades ago, but these marking have faded or been paved over and no longer exist. Bikeways in this package of high-priority projects improve these corridors, in addition to creating new routes across major highway and railroad barriers and improving access to downtown businesses. Bicycle racks provide secure public parking at destinations, a critical element in a complete bikeway network.

These improvements lay a foundation for Increasing community safety and accessibility with also promoting active transportation usage. The project has the potential to increase the proportion of pedestrians and bicyclists in Marysville, which in turn leads to decreased vehicle congestion and increased physical health.

## SCOPE OF WORK

### General:

The City is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Marysville Bicycle and Pedestrian Improvement Project to the Construction ready phase.

The work shall comply with the requirements of all the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City, included in the Professional Services Agreement in Attachment 3.

### Services to be provided:

The Consultant selected shall provide all services to complete final design PS&E and to provide assistance during bidding and construction.

Specifically, the Consultant selected will be required to complete the following tasks:

- **Project Management, Coordination & Documentation** - The City Engineer will serve as the contract manager and direct liaison between the Consultant and Caltrans District 3 Division of Local Assistance. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, tracking action items for the City and consultant sub-contractors, and preparing all submissions for the City to submit to Caltrans Local Assistance.
- **Topographic Survey and Base Mapping** - The Consultant shall be responsible for data collection, mapping and surveying necessary for preliminary engineering, design, cost estimates, and to determine existing parcel boundaries to ensure all improvements are within City's right of way.
- **Utility Coordination** - Submit improvement plans to utility companies in accordance with their requirements. Coordinate utility relocations by issuing "A" Plans, "B" Plans, "C" Plans conflict exhibits and any other documentation required for Caltrans.

- **Plans Specifications and Estimates** - Design the improvements and prepare the plans, specifications, and estimates in accordance with City Standards, Caltrans Standards and AASHTO Geometric Design guidelines to achieve project objectives. Consultant shall examine and present project alternatives, as necessary, which complete project goals within construction budget. No additional right-of-way is anticipated for the project. Consultant must identify and prepare Permit to Enter authorization for all applicable driveway/sidewalk conforms. City will provide Permit to Enter template. PS&E shall be submitted to the City at 60%, 90%, and Final (100%) contract documents both in electronic format (Word, Excel, and Auto-Cad) and hard copy.
- **Bidding Assistance** - The Consultant shall draft responses to Request for Information, assist City staff in preparing bid addenda documents as necessary and attend a pre-bid meeting.
- **Construction Assistance** - Attend pre-construction meeting. Review and comment on contractor's submittals, RFI's and Change Order requests. Field review construction in progress as requested by City. Prepare "As Built" drawings both in electric format and hard copy.

Other requirements:

**Contract Term** – Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.

**Method of Payment** – Cost plus Fixed Fee. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit. In order to assure that the City is able to acquire professional services based on the criteria set forth in Government Code 4526, the proposal shall include an estimated price for each service of the proposal.

**Equipment Requirements** – The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals.

**Conflict of Interest** – Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing Design Engineering Services and/or Preliminary Engineering Services under a contractual relationship with a construction contractor(s) on any local project listed in this Scope of Work must disclose the contractual relationship, the dates and the nature of the services. The prime consultant and its subconsultants shall also disclose any financial or business relationship with the construction contractor(s) who are working on the projects that are assigned for material Quality Assurance services through task orders on the contract.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest. The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the agency's

project's listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.



## PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

### 1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Paul Richardson  
Community Development Consultant with Municipal Advisory Services  
City of Marysville  
526 C Street, P.O. Box 150  
Marysville, CA 95901

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### 2. Executive Summary

### 3. Consultant Information, Qualifications & Experience

The City will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

#### **4. Organization and Approach**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

#### **5. Scope of Work**

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical engineering design issues associated with the project and how you will address these.
  - b. Describe critical environmental issues and how you will address these.
  - c. How cost and schedule could be minimized.

#### **6. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule outlined in this proposal, however, expedited schedules are preferred with justification for timeline feasibility.

#### **7. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

#### **8. Contract Agreement**

Indicate if the proposing Consultant has any issues or needed changes to the proposed Professional Services Agreement in Attachment 3.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due. A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

## 9. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the City is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 4 LAPM Exhibit 10-H Cost Proposal, Example #1. Consultant shall prepare an Actual Cost-Plus-Fixed Fee estimate with progress payments at defined milestones/tasks.

## PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a City Selection Committee (Committee). The Committee may be composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City requirements as set forth in this RFP.

The selection process will include a conference call to the top two highest scoring proposals. The consultant will be notified of the time and place of the conference call and if any additional information that may be required to be submitted.

Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.

2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Understanding of the work to be done	25
2	Experience with similar kinds of work	20
3	Quality of staff for work to be done	15
4	Capability of developing innovative or advanced techniques	10
5	Familiarity with state and federal procedures	10
6	Financial responsibility	10
7	Demonstrated Technical Ability	10
<b>Subtotal:</b>		<b>100</b>

**1. Understanding of the work to be done (25 points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.
- b. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- c. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- d. Schedule shows completion of the work within or prior to the City overall time limits as specified in this proposal.
- e. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- f. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**2. Experience with similar kinds of work (20 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub- consultants to conduct preliminary engineering services on comparable projects.

**3. Quality of staff for work to be done (15 points)**

- a. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to City needs.
- b. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - ii. Team successfully addresses Site Planning and Programming efforts.
  - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- c. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
  - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- d. Working Relationship with City
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision- making process.
  - iii. Proposal responds to need to assist City during the project.

**4. Capability of Developing Innovative or Advanced Techniques (10 points)**

- a. Consultant demonstrates understanding of the Town's project objectives but also proposes innovative approaches to project design, management, and execution.

**5. Familiarity with State and Federal Procedures (10 points)**

- a. A statement addressing firm's responsibility and experience following all Federal-Aid funding contract provisions, such as DBE procedures, forms and reporting requirements, etc.

**6. Financial Responsibility (10 points)**

- a. Demonstrates the financial responsibility of the firm
- b. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**7. Demonstrated Technical Ability (10 points)**

- a. Demonstrates the technical expertise of the team assembled for the project.
- b. Identifies potential project challenges and how the firm is ready to address and move project forward.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Understanding of the work to be done		25	
2	Experience with similar kinds of work		20	
3	Quality of staff for work to be done		15	
4	Capability of developing innovative or advanced techniques		10	
5	Familiarity with state and federal procedures		10	
6	Financial responsibility		10	
7	Demonstrated Technical Ability		10	
<b>Total:</b>			100	

## RFP & PROJECT SCHEDULE

September 12, 2019	Request for Proposals
October 11, 2019	Written questions due by 5:00 P.M.
October 18, 2019	Proposal due by 4:00 P.M.
October 19 - 25, 2019	Consultant Selection & Negotiations
November, 2019	City Council Contract Approval
December, 2019	Contract Notice to Proceed Issued
May, 2020	Completion of 100% PS&E
June – July, 2020	Advertise for Bidding
August, 2020	Construction contract award
August - October, 2020	Construction support
November, 2020	End of Consultant’s Services



## **ATTACHMENTS**

Attachment 1 – Project Map

Attachment 2 – ATP (Cycle 3) Application

Attachment 3 – Professional Services Agreement (Sample)

Attachment 4 – LAPM Exhibit 10-H Forms