

CITY OF HOLLISTER
REDEVELOPMENT AGENCY

REQUEST FOR PROPOSAL FOR
DESIGN AND ENGINEERING SERVICES FOR THE
WEST FOURTH STREET
STREETScape/INFRASTRUCTURE IMPROVEMENT PROJECT



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
REDEVELOPMENT AGENCY
375 FIFTH STREET
HOLLISTER, CA 95023

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**REQUEST FOR PROPOSAL/QUALIFICATION
FOR DESIGN AND
ENGINEERING SERVICES
FOR
WEST FOURTH STREET
STREETSCAPE/INFRASTRUCTURE
IMPROVEMENT PROJECT**

OCTOBER 2009

GENERAL

The Redevelopment Agency of the City of Hollister is requesting qualifications/proposals for professional services for the West Fourth Street Streetscape/Infrastructure Improvement Project. West Fourth Street is located in the west side of the City and serves as a gateway into downtown Hollister. Access to West Fourth Street is via the Highway 101 and Highway 156 East interchange. The project area encompasses the portion of West Fourth Street and the adjacent alleyways that extends from eastern edge of the Bridge spanning the San Benito River to Westside Boulevard (APPENDIX A). In the General Plan, this area has been transitioning from highway commercial to mixed use.

Requested services include, but are not limited to, the preparation of: final engineering; topographical surveys; delineation of existing and required right-of-way and easement; utility infrastructure improvement identification and coordination; final streetscape/landscape plan, including ornamental lighting fixtures; construction plans, specifications and estimate (PS&E); environmental clearance status and mitigation monitoring; and permitting assistance. The lead firm for the consultant team shall be a civil engineering firm.

Inspection and construction contract administration are not part of this request for proposal.

The West Fourth Street Streetscape/Infrastructure Improvement Project is within a redevelopment project area in the City of Hollister known as the Hollister Community Development Project Area. The project is funded through the Redevelopment Agency of the City of Hollister.

PROJECT GOALS

The purpose of the West Fourth Street Streetscape/Infrastructure Improvement Project is to design and construct a new streetscape/landscape environment for West Fourth Street that would complement the architectural character of downtown Hollister and create an aesthetically pleasing and unique sense of place for the Westside. The project proposes to use landscaping, ornamental lighting fixtures, street furniture, signage, and infrastructure improvements to create a visually attractive, pedestrian friendly, ADA compliant area that will effectively fulfill the following functions:

- Provide an environment that will encourage new business and residential development opportunities
- Meet the needs of businesses, customers, residents, and developers
- Solidify the identity of West Fourth Street as a community gateway
- Provide a consistent design theme throughout the project area
- Create a community with pedestrian friendly sidewalks and crosswalks and landscaping

PROJECT BACKGROUND

The Hollister Community Development Project Area Plan was adopted by the City of Hollister on July 19, 1983. The Redevelopment Agency of the City of Hollister has served to implement the City of Hollister's revitalization and redevelopment activities since 1983. The West Fourth Street Streetscape/Infrastructure Improvement Project will help revitalize the West Gateway entry into the City of Hollister.

The goal of this RFP is to establish a contract with a civil engineering firm that can, through the creation of a final streetscape plan and construction documents, take this project to the construction bid request phase. The City will then issue a separate request for bids on construction.

SCOPE OF WORK

Development of the West Fourth Street Streetscape/Infrastructure Improvement Project Plan will include the following tasks:

Project Familiarization

The selected consultant team will prepare the West Fourth Street Streetscape/Infrastructure Improvement Project Plan to be consistent with the Hollister Community Development Project Area Redevelopment Plan; the 5-Year Redevelopment Implementation Plan; the City of Hollister General Plan; and City's construction standards (latest version). The design team should also consider, as part of their design development, elements that compliment the following recently completed Hollister West Gateway Urban Design Plan, June 2009. The Redevelopment Tax Allocation Bond Funds, which are the primary funds for this project, require the project to be completed, or near completion, by July 2012. The construction contract should be signed no later than December 30, 2010.

The consultant team will be responsible for incorporating the requirements of the City's Construction Standards, Hollister West Gateway Urban Design Plan (June 2009) and Sign Ordinance into the project design.

Meeting Schedule/Staff Coordination

The consultant's proposal should include a plan identifying the specific number of meetings necessary to fulfill the following meeting schedule:

- A public meeting with all parties interested in the project including West Fourth Street property/business owners and residents.
- A meeting with an established West Fourth Street Steering Committee consisting of representatives from the Redevelopment Agency and West Fourth Street property/business owners and residents.
- Meetings with the Redevelopment Agency of the City of Hollister.
- The consultant team will be responsible for providing graphics and exhibits for all meetings. The consultant will also be expected to attend and participate in all scheduled public meetings.

- The proposal should include 12 regularly scheduled meetings with RDA/City staff to discuss design/project issues. This will include meeting, both individually and in groups, with City Departments including Public Works, Planning, Parks and Recreation and Engineering.

Streetscape Options

The consultant team will develop a Final Streetscape Plan. This plan will include existing structures, utilities, and other infrastructure as required. It will address all necessary utility upgrades and infrastructure developments noted in the Hollister West Gateway Urban Design Plan. Additionally, it will establish landscaping and streetscape elements that are consistent with the plan.

The Final Draft Streetscape Plan and cost estimate will be prepared for presentation at a public meeting to the Redevelopment Agency.

Phasing

Consultant shall prepare a Phasing Plan that shall identify the most efficient approach for constructing the street improvements in segments, balancing construction realities, disruption to businesses, and cost efficiencies. **Consultant should demonstrate how the plan allows businesses to remain open during construction.**

Water, Reclaimed Water ("Purple Pipe) & Sewer System Improvements

The consultant team shall be responsible for preparing construction documents for improvements to the existing West Fourth Street water, reclaimed water ("Purple Pipe") and sewer systems. The construction documents shall include detailed design drawings (plan and profile) and construction specifications suitable for bidding purposes for this project. Construction documents shall incorporate City standards as appropriate. The proposal shall include a detailed description of the project including environmental considerations, levels and duration of service disruption, a schedule to mitigate service disruptions and a proposed timeline for construction.

Construction Cost Estimates

The consultant team will prepare final cost estimates for construction of the identified streetscape and utility infrastructure improvements.

Cost Estimate for Maintenance of Improvements

The consultant team shall prepare a series of cost estimates for annual maintenance of the identified streetscape improvements. The estimates should begin in July 2010 and end in June 2029. The estimates should include all information that will remain pertinent for the duration of the annual maintenance schedule.

Traffic and Parking Issues

The consultant shall identify short and long-term impacts to vehicular traffic and parking resulting from the Plan. The plan should include street medians to introduce drivers to a new area of town and serve as a traffic calming devices. Any opportunities to recover parking inventory lost due to the project design should also be identified.

Final Engineering & Construction Document Preparation

The consultant shall prepare construction documents, which shall include (but are not limited to) the following items:

- Perform design survey including preparation of a control diagram for construction purposes;
- Prepare final right-of-way plans and description;
- Assist City staff with explaining the project and plans with property/business owners and residents identifying in the field additional right-of-way requirements and limits of work;
- Prepare and process all permits and agreements required by the City and other agencies.
- Design water and sewer distribution system improvements.
- Coordinate design and construction related issues with City of Hollister Public Works, and Engineering departments plus Pacific, Gas & Electricity and Charter for anticipated utility improvements.
- Coordinate meetings with all utility companies and prepare composite utility plans including working drawings for improvements to the water and sewer distribution system.
- Present options for maintaining traffic during construction of the project (Eventually, this will lead to the preparation of traffic handling plans).
- Prepare project construction phasing schedule.
- Identify critical path elements of the project.
- Attend periodic coordination meetings with City staff to assure that the project is proceeding satisfactorily.
- Submit design plans, special provisions and cost estimates to the City for review and comment at the 30%, 60% stage and the 90% stage.
- Prepare final plans, special provisions, and construction estimates for bidding purposes. Original plan sheets shall become the property of the City after approval and acceptance by the Department of Public Works.
- Respond to bidder inquiries.
- Prepare final submittal of as-built drawings on Mylar.
- All products produced as a result of this Request for Proposal and project will be the property of the City and shall not be copyrighted by the consultant team.

Plans and Specifications shall be submitted for review at the 30%, 60%, 90%, and 100% design stages.

Construction cost estimates shall be submitted for review at the 30%, 60%, 90% and 100% design stages. Cost estimates shall include line items for the construction items, construction engineering, inspection, and materials testing.

Five (5) copies of the requested PS&E documents shall be submitted for each review cycle. Plan sets submitted for review shall be full size (D or E sheets) and shall be consistent with City standards. In addition, one set of half size (11" x 17") plans shall be included with each review submittal. The final submittal shall include one printed copy of each document and one set of electronic files in the format listed below.

After approval of the construction documents by the City, the following electronic submittals shall be included with the final submittal in the following format:

- Plans – Latest version of AutoCAD
- Special Provisions – MS Word
- Itemized Cost Estimate – MS Excel
- Project Schedules – Open

RELATED STUDIES

As part of the City's redevelopment efforts, the 5-Year Redevelopment Implementation Plan has been completed to implement the Hollister Community Development Project Area Redevelopment Plan, which includes projects, programs and budgets for redevelopment activities in the community. The Hollister West Gateway Urban Design Plan, June 2009. The City of Hollister General Plan. The studies and/or reports will be available for copying at the front desk of the Redevelopment Agency of the City of Hollister.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held three weeks prior to the proposal deadline on **Thursday October 29, 2009** from 1:30 to 3:30 PM in the City Council Chambers at the City of Hollister, located at 375 Fifth Street. Although this meeting is not mandatory, it is highly recommended that consulting firms planning to submit a proposal attend. If you are not able to attend, you will need to issue a request in writing for copies of the materials handed out at the pre-proposal meeting. Copies of meeting notes **will not** be provided to firms not attending the pre-proposal meeting. Clarifications or addendums to the Request for Proposal made as a result of the pre-proposal meeting will be made available to all recognized holders of the Request for Proposal. **In order to be a "recognized" holder of the Request for Proposal, you will need to have provided a letter (or e-mail) to the City's Redevelopment Agency (no later than the date of the pre-proposal meeting) stating that you anticipate proposing on the project. The information should be sent to:**

City of Hollister
 Redevelopment Agency
 Attn: Bill W. Chow
 375 Fifth Street
 Hollister, CA 95023
 Office (831) 636-4316
 Fax (831) 634--4913
bill.chow@Hollister.ca.us

PROPOSED PROJECT SCHEDULE

10/07/2009	Issue Consultant Request for Proposal
10/29/2009	Pre-proposal meeting
11/17/2009	Proposals due
12/14/2009	Award Consultant Contract
06/11/2010	Adopt Final Design
07/16/2010	Issue Construction Request for Quotation
09/07/2010	Award Construction Contract
05/21/2011	Project Completion

PROPOSAL FORMAT

The proposal shall not exceed forty-five (45) single-sided printed pages excluding cover sheet, table of contents, resumes and index sheets. Resumes included with the proposal shall not exceed one single-sided printed page per person listed in the table of organization. The proposal shall include the following as a minimum:

1. Transmittal letter. The transmittal shall include the legal name of your firm, address, contact person, and telephone number.
2. Scope of Work - Provide a detailed discussion of the project including a description of the proposed work plan to complete the required final design services. Include a discussion of deliverables and project milestones. Consultants are encouraged to explain, in detail, their understanding of the scope of work and to identify any supplemental tasks deemed necessary that may enhance the project or reduce the costs.

Identify the decision, products, data and corollary information the consultant expects from the City to ensure successful completion of the project by the consultant. The level of assistance and information required from City staff by the consultant shall be clearly stated. Optional tasks, not specifically mentioned in this Request For Proposals (RFP), may be added. Optional tasks should be clearly identified and budgeted separately from other tasks.

3. Project Team - Include a table of organization for the project showing the proposed principal-in-charge, project manager, and key project staff including sub-consultants that will be assigned to the project. Provide a narrative description of the qualifications and experience of each key person along with their proposed project responsibilities. A resume must be included for each person shown on the table of organization. List the names, addresses and telephone number of any anticipated sub-consultants.
4. Project Schedule - Include a detailed schedule for the completion of the engineering services required for the contract. Provide a timeline chart outlining the number of days required to complete each task as outlined in this RFP. Show critical path elements of the project and discuss any constraints to meeting the City's desired deadline.
5. Work Plan – The consultant should include a detailed discussion of the tasks they will perform in this section and specifically list all deliverables by task.
6. Statement of Qualifications - Include descriptions of relevant example projects completed within the past five years that are comparable in scope to the proposed project. Identify key staff, including sub-consultants and their responsibilities in the example projects and how they will be utilized on the City's proposed project.
7. Disadvantaged Business Enterprise Utilization - Include a brief description of the firm's use of disadvantaged business enterprises as sub-consultants.
8. References - Provide at least three (3) references, including names, addresses and telephone numbers that may be contacted by City staff.
9. In a separate sealed envelope include your firm's fee for providing the requested services of this Request for Proposal and the other items that you feel should be included. Also include a breakdown which should show the classifications of the persons working on each task, their billing rate, the total hours projected that they will work on each task, their total charge as well as all other incidental charges (direct, overhead, and fee - for your firm and

all subcontractors) that make up your firm's fee. Provide subtotals by each task listed above. Only the envelopes of the top three firms will be opened and will be used as the basis for fee negotiations as described below.

PROPOSAL SUBMITTAL

Five (5) hard copies and two (2) electronic copies of the consultant's proposal shall be submitted by **Tuesday, November 17, 2009 at 5:00 pm**, addressed as follows:

City of Hollister
Redevelopment Agency
Attn: Bill W. Chow
375 Fifth Street
Hollister, CA 95023
(831) 636-4316

Faxed proposals or proposals received after the deadline will not be accepted.

Proposals shall be sealed and clearly marked with the consultant's name and the description "Proposal for Engineering Services for West Fourth Street Streetscape/Infrastructure Improvement Project" on the outside of the envelope.

The following items below are to be submitted in a separate envelope clearly labeled "Envelope B" along with the project identification and the name of the firm making the submittal: a) A fee schedule for professional and technical services as well as reimbursable expenses; b) An estimated total cost, broken down into each task identified in the scope of work.

The proposal shall be signed by an official authorized to bind the firm, and shall contain a statement to the effect that the proposal is valid for seventy-five (75) days. Proposals received incomplete or late, for any reason, will not be accepted. Questions concerning the project and proposal requirements should be directed in writing to Bill W. Chow at:

City of Hollister
Redevelopment Agency
Attn: Bill W. Chow
375 Fifth Street
Hollister, CA 95023
(831) 636-4316

Friday, November 6, 2009 is the deadline for submitting any questions or inquiries regarding the submission of the proposal.

SELECTION PROCESS AND PROPOSAL EVALUATION PROCEDURES

The selection will be made using a two-step RFP process. Community members and/or key City staff will make up the selection committee and will select three (3) finalists. The finalists will be invited to an interview with the West Fourth Street RFP Evaluation Committee. Once the interviews are completed, the committee will select a consultant for approval by the Redevelopment Agency Board. Proposals will be evaluated based upon the following criteria:

- Conformance with the provisions of this RFP (10 points)
- Project Understanding and Experience with Similar Types of Projects (25 points)
- Qualifications of Personnel (15 points)
- Familiarity with City Procedures (10 points)
- Proposed Methodology (15 points)
- Thoroughness (5 points)
- Proposed ability to perform the project in a timely manner (10 points)
- Utilization of Disadvantaged Business Enterprise (10 points)

Responsiveness of Proposals. All proposals must be in writing and fully responsive to this RFP. Non-responsive proposals or proposals found to be irregular or not in conformance with the requirements and instructions contained herein will not be considered or evaluated. Other conditions, which may lead to the selection committee's decision not to evaluate a proposal, include obvious lack of experience, expertise or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The City reserves the right to reject any and all proposals for any reason whatsoever.

Waivers. The City may waive informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other proposals.

Final Selection. Following the initial review and screening of all proposals, three firms will be invited to participate in the final selection process that will include participation in an oral interview.

Fee Negotiation. Following the interview process, the selection committee will commence fee negotiations with the top-ranked firm. The goal of negotiation is to agree on a final contract that delivers to the City the services and products required at a fair and reasonable cost. If the City fails to reach an agreement with the top-ranked consultant, a new negotiation will commence with the next highest ranked consultant. If the new negotiation fails, the process is repeated until a contract is negotiated successfully. Upon successful negotiation of a contract, staff will make a recommendation of award to the Redevelopment Agency Board of the City of Hollister, which will make the final decision.

PROFESSIONAL SERVICES AGREEMENT

The firm selected to produce and execute the recommended scope of services from this Request for Proposal will be required to execute a Professional Services Agreement with the City. Appendix B contains a sample agreement that will be similar to the agreement that the Consultant will need to execute. This will be a Not-to-Exceed agreement.

COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the City to pay any costs incurred by any individual, firm, partnership or corporation in the submission of the proposals or to make necessary studies or designs for the preparation thereof, or to procure or contract for any articles or services.

DBE

All contractors or subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contracts resulting from this RFP. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of the any contract resulting from this RFP, which may result in the termination of the contract(s) or such other remedy, as recipient deems appropriate.

INSURANCE REQUIREMENTS

See APPENDIX C for insurance requirements.

APPENDIX A – PROJECT BACKGROUND AND MAP
BACKGROUND

APPENDIX A – PROJECT BACKGROUND AND MAP
BACKGROUND

West Gateway Project Site



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Benito mwf

Friday, October 02 2009 2:55 PM



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Southerly view toward proposed Riverside Park from Hollister – San Juan Road



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Easterly view of Bridge from Hollister – San Juan Road



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Easterly view of Entry



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Northern side from Graf Road easterly view



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Northern side from Miller Road easterly view



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Northern side from Rajkovich Way west block easterly view



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Northern side from Rajkovich Way west one block easterly view



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Northern side from Westside Boulevard westerly view



PROJECT SUMMARY

- Project: West Gateway Streetscape Infrastructure Improvement project
- Project Site: Fourth Street between the eastern edge of Bridge over San Benito River and Westside Boulevard.
- Location: Southern side from Graf Road easterly view

