



REQUEST FOR PROPOSALS (RFP)
FEDERAL SAFE ROUTES TO SCHOOL CYCLES 1 AND 2
SAFETY IMPROVEMENT PROJECTS

The City of San Fernando is seeking professional engineering services from qualified registered engineering firms for the Federal Safe Routes to School (SRTS) Cycle 1 and Cycle 2 Safety Improvement Projects. The projects will consist of federal grant administration as well as design of safety improvements around the vicinities of several schools in the City. The projects will incorporate the following improvements:

- **SRTS Cycle 1 Safety Improvements Project**

Description: The improvements include construction of new bulb-outs, perpendicular curb ramps, raised crosswalks, chicanes, chokers, pedestrian refuge islands, medians, lane reductions; drop-off/pick-up loading zones, high visibility crosswalks, bicycle lanes, advanced stop bars and legends; solar flashers, countdown signals, and signage. Services shall include (but will not be limited to) project grant administration, engineering survey, utility coordination, construction plans and specifications, cost estimate and project administration assistance during construction.

Funding Sources: Federal SRTS funds (\$994,126), Local City funds (\$99, 850)

- **SRTS Cycle 2 Safety Improvements Project**

Description: The improvements include construction of new bulb-outs, perpendicular curb ramps, raised crosswalks, parkways, chicanes, pedestrian refuge islands, high visibility crosswalks, advanced stop bars and legends; overhead task lighting to illuminate crosswalk, solar flashers, countdown signals, audible pedestrian signals, and signage. Services shall include (but will not be limited to) project grant administration, engineering survey, utility coordination, construction plans and specifications, cost estimate, and project administration assistance during construction.

Funding Sources: Federal SRTS funds (\$999,850), Local City funds (\$276,260).

The following project timeline is included for the two (2) projects:

- | | |
|--|----------------------------|
| • Design Timeline: | August 2017 – January 2018 |
| • Environmental (NEPA/CEQA) Clearance: | March 2018 |
| • Right-Of-Way and Utility Clearance: | May 2018 |
| • Obtain E-76 (CE and CON): | July 2018 |
| • Advertise: | August 2018 |
| • Award Construction Contract: | September 2018 |

- Construction: October 2018-February 2019
- Project Close-out: March 2019

Proposals are due on Thursday, **July 20, 2017 at 5:00 p.m.** **Please submit separate proposals for each project, two (2) hardcopies of each proposal** to the City of San Fernando, Public Works Department -- Attn. Kenneth Jones, Management Analyst, at 117 Macneil, San Fernando, CA 91340. Proposals shall also be submitted electronically to kjones@sfcity.org.

Should you have any questions, please contact the Public Works Department at (818) 898-1222.

Sincerely,

Kenneth Jones
Management Analyst

**CITY OF SAN FERNANDO
PUBLIC WORKS/ENGINEERING DIVISION
REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES**

The City of San Fernando is requesting proposals from its registered, professional on-call engineering firms to provide a variety of engineering services. The engineering services desired include, but are not limited to, design of safe routes to school components as noted in the conceptual drawings, federal grant administration (Environmental, Right-Of-Way and Utility Clearance; Caltrans Request to Proceed with Construction package with E-76 approval (for Construction Engineering and Construction components); Caltrans Award Package, Caltrans reimbursement requests, and Caltrans Completion Package for Federal Safe Routes To School Cycle 1 and Cycle 2 Projects), survey services, preparation of construction plans, specifications and cost estimate for construction for both Safe Routes to School Projects (Cycle 1 and Cycle 2).

A summary of preliminary costs for each of the projects is noted below:

Safe Routes to School Cycle 1 Preliminary Cost Estimate

General	Qty.	Unit	Unit Amt.	Total
Removals	1600	CY	\$ 50.00	\$ 9,000.00
Variable Curb & Gutter Countdown Pedestrian Heads	400	LF	\$ 60.00	\$ 24,000.00
Audible Signal Push Button	12	EA	\$ 425.00	\$ 5,100.00
Solar Flashers	12	EA	\$ 620.00	\$ 7,440.00
Curb Ramp	10	EA	\$ 6,500.00	\$ 65,000.00
Single Curb Ramp with Bulbout	8	EA	\$ 3,200.00	\$ 25,600.00
Double Ramp with Bulbout	21	EA	\$ 4,800.00	\$ 100,800.00
4" PCC Sidewalk	39	EA	\$ 6,00.00	\$ 234,000.00
Remove & Replace Cross Gutter Panel	8,500	SF	\$ 9.00	\$ 76,500.00
1" Cold Milling	2,000	SF	\$ 18.00	\$ 36,000.00
1" AC Cap	40,000	SY	\$.50	\$ 20,000.00
Survey	2,300	TON	\$ 125.00	\$ 287,500.00
Striping	1	LS	\$ 50,000	\$ 50,000
Signage	1	LS	\$ 40,000	\$ 40,000
	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 990,940.00
10% Contingency				\$ 99,094.00
Total				\$ 1,090,034.00

Safe Routes to School Cycle 2 Preliminary Cost Estimate

General	Qty.	Unit	Unit Amt.	Total
Solar Flashers	2	EA	\$ 6,500.00	\$ 13,000.00
Single Curb Ramp with Bulbout	31	EA	\$ 4,800.00	\$ 148,800.00
Double Ramp with Bulbout	27	EA	\$ 6,000.00	\$ 162,000.00
4" PCC Sidewalk Remove & Replace Cross Gutter Panel	3,300	SF	\$ 9.00	\$ 29,700.00
	561	SF	\$ 18.00	\$ 10,098.00
1" Cold Milling	41,600	SY	\$.50	\$ 20,800.00
1" AC Cap	2,300	TON	\$ 125.00	\$ 287,500.00
Survey	1	LS	\$ 50,000.00	\$ 50,000.00
Striping	1	LS	\$ 40,000.00	\$ 40,000.00
Signage	1	LS	\$ 10,000.00	\$ 10,000.00
 Subtotal				<hr/> \$ 771,898.00
10% Contingency				\$ 77,189.80
Total				<hr/> \$ 849,087.80

SCOPE OF SERVICES

The following is a general outline of the scope of work to be provided by the consultant. While it is intended that the following scope of work include all elements essential to develop the project, those submitting proposals are advised to perform their own field reconnaissance and include any items which they feel have been overlooked. Services that are not identified in this RFP but are necessary for completion of the project shall be itemized including the associated costs. The consultant may also note any required items which they feel to be excessive or unnecessary. The description and cost of such items should be noted separately in the proposals. The two projects may be awarded separately or together. Identify any cost savings if the projects were to be awarded together. Services required to complete these projects by the consultant shall include:

1. Prepare Preliminary Design Layout for Approval
2. Prepare Final Design Phase
3. Prepare Construction Plans
4. Prepare Striping Plans
5. Prepare Construction Cost Estimate
6. Prepare Certifications and Checklists for E-76 Construction Authorization for Grant-Funded Improvements.

(Federal forms: <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lampforms.htm>)

7. Coordinate with and Issue Utility Notices to Affected Utility Companies

Construction plan components may include, but are not limited to:

- Title Sheet and Location Map.
- Roadway Safety Improvement Plans, Details and Construction Notes.
- Striping & Signage Plans.

Each sheet of plans shall include the City of San Fernando title blocks and shall bear the professional seal, certificate number, registration classification, and expiration date of the professional engineer responsible for their preparation. The signature of the responsible engineer shall be included on final submittals.

Review submittals shall be full size (**24" x 36"**); four copies. An electronic copy (PDF format) will also be required.

Plans submittals shall be **70%, 90% and 100%**. Final plans shall be formatted for **24" x 36"** plans. Final submittal shall include one set plotted on mylar and electronic copies of the AutoCAD files complete.

Construction Specifications

Construction of a portion of this project is federally funded, therefore; specifications shall be prepared using the latest Caltrans Special Provisions boilerplates and most current Standard Special Provisions and amendments.

Right of Way Certification – As Needed for Grant Improvements

Consultant shall identify all right of way needs for the project including Right of Way Certifications (E-76).

Environmental Assessment – As Needed for Grant Improvements

- CEQA
- NEPA (include Caltrans PES Form) and NES

Construction Support – Both Phases

- Attending pre-construction meeting.
- Responding to Request for Information (RFI) on the design plans or in the special provisions. ***(Note: Consultant shall be required to provide responses to contractors' inquiries clarifying any errors, discrepancies, missing information, and oversights in the PS&E during the construction period at no additional cost to the City. This may involve revising the plans and specifications as necessary to appropriately respond to the inquiries. Consultant shall provide responses within two (2) working days after receiving the initial inquiry.***

- Providing field visits during construction if necessary.
- Prepare As-Built Plans.

PROPOSAL FORMAT

The proposal shall be submitted in the following format:

1. A Cover Letter summarizing the proposal.
2. Fees – Provide not to exceed fee budget for each item described in the above scope of services.
3. Hourly rates – Provide hourly rates schedule for all work to be done under the scope of services and for any extra work authorized by the City Engineer.

SELECTION PROCEDURE AND SCHEDULE

An award of contract(s) shall be based on the following:

Tentative Schedule:

- | | |
|--|----------------------------|
| 1. Proposal due date | July 20, 2017 |
| 2. Proposed Project Award/Notice to Proceed | August 7, 2017 |
| 3. Project Design | Aug 2017 – Jan 2018 |
| 4. Advertisement | August 2018 |
| 5. Construction | Start October 2018 |

LIST OF DOCUMENTS

This is a list of documents attached for your information:

- A. Safe Routes to School Cycle 1 Conceptual Documents
- B. Safe Routes to School Cycle 2 Conceptual Documents

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained here. The distribution of this RFP does not bind the City to award an agreement.

The City is not liable for costs incurred by the consultant for the cost of the proposal. The consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

All proposals shall be binding for a period of sixty (60) days after the proposal due date.

DRAFT AGREEMENT

The City and each on-call engineering services firm have an existing “On-Call Professional Services Agreement”. An additional agreement may be executed with the successful firm for this specific project, consistent with the same form as the On-Call Professional Services Agreement.

DIRECTION FOR DELIVERY OF PROPOSAL

Two (2) copies of the sealed project proposal shall be delivered no later than 5:00 p.m., **Thursday, July 20, 2017**, at the following location:

CITY OF SAN FERNANDO
Public Works Department
117 Macneil St
San Fernando, CA 91340
Attn. Kenneth Jones
Management Analyst

Or via email to kjones@sfcity.org.