



REQUEST FOR PROPOSAL

Alpine Road Corridor Study Project

*County of San Mateo
Department of Public Works*

Date: June 04, 2015

Responses Must be Received by 4:00 p.m. on July 3, 2015

**REQUEST FOR PROPOSALS
FOR
ALPINE ROAD CORRIDOR STUDY PROJECT**

Proposals must be submitted to:

Department of Public Works
County of San Mateo
752 Chestnut Street
Redwood City, CA 94063
Attention: Hanieh Houshmandi

**By 4:00 P.M. Pacific on
July 3, 2015**

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

(RFP template rev. 3/12)

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SECTION I - GENERAL INFORMATION

STATEMENT OF INTENT

As outlined in more detail in Section IV, below, this Request for Proposals (RFP) seeks a Consultant who can perform a comprehensive corridor study on Alpine Rd from the county limit approximately 1500 feet south of Junipero Serra Boulevard to the county limit approximately 1000 feet south of La Mesa Drive. The goals are to improve access and connectivity and reduce mobility barriers, for all types of travel, including pedestrian, bicycle, automobile, and public transit; improve area health and safety by increasing walkability and bikeability; improve access to Alpine Road from side streets; and improve intersections along Alpine Road with additional consideration to Interstate 280 interchanges at Sand Hill Road and Page Mill Road.

The County is requesting proposals from qualified consultant teams (Consultant) who can assist the County by completing a comprehensive corridor study and recommending improvements on Alpine Road. Under the direction of the County and with input from the community, the project work and improvements considered and recommended are to include but are not limited to:

Alpine Road improvements consisting of:

- a. Pedestrian accessibility improvements
- b. Bicycle lane improvements
- c. Side street access improvements
- d. Congestion relief along Alpine Road, including Alpine Road/Interstate 280 interchange with additional consideration given to Interstate 280 interchanges at Sand Hill Road and Page Mill Road

The target commencement date and term for the proposed services is October 2015 through September 2016, subject to negotiation of a final agreement.

BACKGROUND

Alpine Road operates at unacceptable level of service F during peak commute times and County constituents have expressed specific concerns relating to ingress and egress challenges to and from Alpine Road. The Department of Public Works (the "Department"), is seeking a Consultant who can perform a comprehensive corridor study on Alpine Road within county limits in the Unincorporated San Mateo County.

Alpine Road History

Interstate 280 was added to the Interstate Highway System in 1950's as a route from San Jose north to San Francisco. Through Resolution number 26610 approved by the

San Mateo County of Board of Supervisors in 1969 the county entered into an agreement with Caltrans to maintain Alpine Road within Caltrans' right of way. Throughout the years, significant development has occurred in this once rural area. The Stanford Linear Accelerator Complex National Accelerator Laboratory opened in 1962 and today it employs nearly 1600 employees. Although demands for Alpine Road have shifted dramatically, the configuration of the roadway has remained mostly the same. In 2012 the County re-designed the Alpine Road/Interstate 280 interchange to include bicycle lanes. Traffic lanes were narrowed to 11 feet wide and green colored and buffered bicycle lanes were incorporated into the design using input from the Silicon Valley Bicycle Coalition and Caltrans. Today the County is seeking a consultant to perform a comprehensive corridor study to identify additional areas of improvement in the corridor including cross streets.

Improvement Area

Vicinity and Location Maps are attached as Enclosure 7. The area of improvement includes an approximately 1.7 mile commercially and residentially zoned section of Alpine Road corridor from County limit to County limit.

Alpine Road is a north-south arterial roadway that serves the unincorporated area and is a thoroughfare that connects Menlo Park and Portola Valley. It is used for connectivity to Menlo Park to the north and Portola Valley to the south and also to access San Francisco and San Jose via Interstate 280. Currently, the section in the project area is a two-lane road with one lane in each direction. The Consultant will be required to evaluate the roadway configuration and determine the viability of improvements for bicyclists, pedestrians, residential traffic and through traffic, including traffic management strategies that would enhance both safety and circulation.

THE REQUEST FOR PROPOSALS PROCESS

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. The Department of Public Works, County of San Mateo, seeks by way of this RFP to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers must show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and availability of the proposer's personnel and resources.

SECTION II - RFP PROCEDURE

This section describes the general RFP procedure used by the Department, and the remaining sections of this RFP list detailed requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	TARGET DATE
1. RFP Release Date	June 4 , 2015
2. Deadline to Submit Written Questions	June 19, 2015
3. Release of Responses to Written Questions	June 26, 2015
4. Proposal Deadline – Proposals Must be <u>RECEIVED</u> by 4:00 p.m. on This Date	July 3, 2015
5. Review of Proposals	July 6-July 17, 2015
6. Creation of Short List	July 22, 2015
7. Interview of Short list	August 4, 2015
8. Announcement of Standing	August 11, 2015
9. Protest Deadline	August 18, 2015
10. Final resolution of any protest	September 2, 2015
11. Recommendation to Board of Supervisors	September 22, 2015
12. Contract Start Date	October 5, 2015
13. Contract End Date	September 2016

B. SUBMISSION OF PROPOSALS

Proposal: One (1) original and seven (7) copies must be received and date stamped by the Department no later than 4:00 p.m. on Friday July 3, 2015 as listed in the TENTATIVE SCHEDULE OF EVENTS above. Proposals should be in the format required in Section V, below. There will be no public opening of proposals. All proposals shall be firm offers, and will so be considered by the County, although the County reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the close of the RFP.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The Department reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a Consultant, if any.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the Department.

All proposals must be delivered as required by Section V, below, to:

Department of Public Works
County of San Mateo
752 Chestnut Street
Redwood City, CA 94063

Attention: Hanieh Houshmandi, Associate Civil Engineer, Roadway Services

Upon receipt by the Department, all proposals will be date/time stamped. All proposals received prior to the deadline for proposals will be kept in a secure place.

C. CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 *et seq.* (the “California Public Records Act” or the “Act”) defines a public record as any writing containing information relating to the conduct of the public business. The Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. The Department, which is part of the County of San Mateo, is subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

If the County/Department receives a request for any portion of a document submitted in response to this RFP, the County will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the County reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the County/Department and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

D. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the County may require a proposer's representative to answer specific questions orally and/or in writing. The County may also require a visit to the proposer's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended to the Department and/or County management by the RFP Evaluation Committee based on the overall strength of each proposal. Execution of an agreement has been tentatively scheduled for September 2015.

Responses to this RFP must adhere to the format for proposals detailed in **Section V - PROPOSAL SUBMISSION REQUIREMENTS**. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

1. Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
3. Responsiveness to client's needs
4. History of successfully managing other contracts with public or private agencies
5. Ability to meet any required timelines or other requirements
6. Claims and violations against you or your organization
7. Cost to the County for the primary services described by this RFP
8. Cooperative purchasing options (if any) and cost of possible additional services
9. References
10. Compliance with County RFP & contractual requirements

The County may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the Department and/or the County. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the County may, in its sole discretion, correct errors or contact a proposer for clarification.

Note that the County reserves the right to evaluate proposals solely based on each Consultant's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise

indicated or requested by the County. The evaluation team will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating Consultant experience or proposed methodology unless doing so is in the County's best interest. You may submit additional materials or reference on-line information in your proposal if you wish, but these will not necessarily be considered during the proposal evaluation process.

E. PROPOSAL RECOMMENDATION

The Evaluation Committee will recommend a provider or providers to Department management or may recommend that the proposals be rejected. Department management will then make its own decision as to whether to accept or reject the Evaluations Committee's recommendations. Ultimate acceptance or rejection of the recommended proposal and execution of a contractual agreement is the independent prerogative of the Department and/or the County, notwithstanding any recommendations made by the Evaluation Committee. The County reserves the right to negotiate with any provider in working to finalize an agreement in relation to the proposer's response.

F. NOTICE TO PROPOSERS

The Department is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the Department will notify those who submitted proposals of their non-selection. Proposers may be notified a different times depending on the needs of the Department.

G. PROTEST PROCESS

If a proposer desires to protest the selection decision, the proposer must submit by facsimile or email a written protest within five (5) business days after the delivery of the notice about the decision. The written protest should be submitted to the Director of Public Works as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the Proposer and the Request for Proposals numbers, and must state all the specific ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The Director of Public Works will respond to a protest within ten (10) business days of receiving it, and the Department may, at its election, set up a meeting with the proposer to discuss the concerns raised by the protest. The decision of the Director of Public Works will be final. The protest letter must be sent by facsimile and email to:

James C. Porter
Director of Public Works

SECTION III – GENERAL TERMS AND CONDITIONS

1. **Read all Instructions.** Please read the entire RFP and all enclosures before preparing your proposal.
2. **Proposal Includes the RFP.** This RFP constitutes part of each proposal and includes the explanation of the Department's needs, which must be met.
3. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Department or otherwise reimbursed by the County.
4. **Proposal Becomes County Property.** The RFP and all materials submitted in response to this RFP will become the property of the County.
5. **Questions and Response Process.** Submit all questions relating to this RFP by one of three methods:
 - A. Mailed to: Hanieh Houshmandi
Associate Civil Engineer, Roadway Services
752 Chestnut Street
Redwood City, CA 94063
 - B. E-mailed to: hhoushmandi@smcgov.org
 - C. Faxed to: 650-366-7238 Attn: Hanieh Houshmandi

All questions must be received no later than 4:00 p.m. on June 19, 2015.

All questions and answers will be posted on the Department website at <http://publicworks.smcgov.org/rfq-alpine-road-traffic-corridor-study>

The Department may, at its option, email prospective proposers with the questions and answers in addition to posting them on the website listed above. If you wish to receive such notice, you may email Hanieh Houshmandi at the email address above before you submit a proposal.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and posted to the website. It is the responsibility of each proposer to check the website listed above for changes and/or clarifications to the RFP prior to submitting a response, and a proposer's failure to do so will not provide a ground for protest.

6. **Alteration of Terms and Clarifications.** No alteration or variation of the terms of this RFP are valid unless made or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the County.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the Department of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted to the Department website as outlined in Section III.5, above, without divulging the source of the request for same. The Department may, at its discretion, also give electronic notice by email to all parties who have notified the Department of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the Department website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal.

7. **Selection of Consultants(s).** The selection of a consultant will be memorialized in the form of a "County Agreement with Independent Contractor" (see the sample template at Section VI, Enclosures 2-4, below), authorized by a resolution of the County Board of Supervisors and signed by both parties.

The County reserves the right to reject any or all proposals without penalty. The County's waiver of an immaterial deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if the proposer enters into a contract.

Once a consultant is selected, the Agreement with that Consultant must still be negotiated and submitted to the San Mateo County Board of Supervisors for approval, and there is no contractual agreement between the selected Consultant unless and until the Board of Supervisors accepts and signs the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to County leadership by way of an Agreement does not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Supervisors.

8. **Equal Benefits.** With respect to the provision on employee benefits, Consultant must comply with the County Ordinance prohibiting discrimination in the provision of employee benefits between a full-time employee with a registered domestic partner and one with a spouse. See Section VI, Enclosure 3.

9. **Jury Duty.** The Consultant must comply with the County Ordinance requiring that the Consultant have and adhere to a written policy that provides its full-time employees who live in San Mateo County with no fewer than five days of regular pay for actual jury service in San Mateo County. This policy may provide that employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the employee's regular pay the fees received for jury service. See Section VI, Enclosure 4. If the proposer has no employees that qualify for jury duty in San Mateo County, the proposer may satisfy this requirement by providing the County with written confirmation of the fact that (1) it has no such employees and (2) its policy is to comply with the jury duty pay ordinance with respect to any future qualifying employees.
10. **Insurance.** The County has certain insurance requirements that must be met. In most situations those requirements include the following: the Consultant must carry \$1,000,000 or more in comprehensive general liability insurance; the Consultant must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the Consultant has two or more employees, the Consultant must carry the statutory limit for workers' compensation insurance; if the Consultant or its employees maintains a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the Consultant must carry professional liability insurance; and generally the Consultant must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.
11. **Incomplete Proposals May be Rejected.** If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.
12. **Contact With County/Department Employees.** As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

Proposers should submit questions or concerns about the process as outlined in Section III.5, above. The proposer should not otherwise ask any County/Department employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

13. **Miscellaneous.** This RFP is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFP. The County reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the County. Further, while every

effort has been made to ensure the information presented in this RFP is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document. The County reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the County.

SECTION IV – SCOPE OF WORK

Description: The following recommended scope of work for the project is meant to provide a guideline for the preparation and review of proposals. Responses to this RFP may suggest alternative approaches to the scope, so long as the end result as outlined is achieved. Consultant is advised that each phase outlined below may be issued a Task Order with a not-to-exceed amount, culminating in a not-to-exceed amount for the entirety of the contract.

A majority of the tasks outlined below can be worked on concurrently. The Consultant will need adequate staffing and resources such that tasks may be worked on in parallel. The Consultant will need to identify the areas of potential delay and develop a work plan/timeline that will limit these delays to the greatest extent possible.

Task 1: Feasibility Analysis and Traffic Study

The Consultant will be tasked to evaluate the existing conditions, identify issues and provide a minimum of four conceptual corridor design alternatives including one financially unconstrained alternative. Included in this analysis will be a traffic study, timeline and an evaluation of the physical constraints and potential problems with the scenarios outlined below. Conceptual Corridor design alternatives should reflect cost conscious recommendations, except for item E below. The alternatives to be included in the project should be categorized as:

A. Existing Conditions

- Plan
- Aerial Maps with annotations may be used
- Identify existing traffic conditions, problem areas and hot spots.

B. Type 1

- Minor modifications to the existing conditions within existing Right of Way
- Preliminary/Conceptual layout (or Aerial map with annotations)
- All required traffic models as described in enclosure 6.
- Cost Estimate

C. Type 2

- Major Modification to existing conditions within existing Right of Way
- Preliminary/Conceptual layout (or Aerial map with annotations)
- All required traffic models as described in enclosure 6.
- Cost Estimate

D. Type 3

- Major Modification to existing conditions which can be reasonably funded through grant programs
- Preliminary/Conceptual layout (or Aerial map with annotations)
- All required traffic models as described in enclosure 6.
- Cost Estimate

E. Type 4

- Major Modification to existing conditions not limited by Right of Way or Cost
- Preliminary/Conceptual layout (or Aerial map with annotations)
- All required traffic models as described in enclosure 6.
- Cost Estimate

If so deemed by the County a minimum of one type 1, one type 2, one type 3, and one type 4 alternative selected by the County will be presented by the Consultant at a community meeting. The Consultant's presentation shall describe conceptual designs and address public questions. The anticipated outcome of this public meeting will be either selection or recommendation of a preferred alternative or a request to revise the conceptual designs to incorporate public comments. If revision of the conceptual plan is required, the Consultant shall revise the conceptual designs to incorporate public comments and attend a follow up community meeting to present the revised set of conceptual plans. After the community meetings, these findings will be summarized in the report and modifications that account for public comments incorporated.

The analysis will also outline the level of CEQA review that will be required for this project to obtain environmental clearances for each concept.

The objective of the traffic study is to evaluate and identify improvements that optimize vehicular level of service, and improve corridor safety and accessibility for motor vehicles, bicyclists and pedestrians. **The traffic study area limits of the project will be from Junipero Serra Boulevard to La Mesa Drive.** Any new access, signalization, and property acquisition may be considered in defining the proposed options. All designs shall be in compliance with all applicable local standards including, but not limited to: San Mateo County, Caltrans, City of Menlo Park, and Town of Portola Valley, where applicable.

Traffic scenarios to be studied, at minimum, are:

1. Existing Conditions
2. Base Line Conditions: existing volumes with proposed configuration
3. Background Conditions: project completion year (2020) volumes with existing lane configuration
4. Project Condition: project completion year (2020) volumes with proposed configuration

5. Future Condition: 30 year horizon year (2050) condition with future volumes and proposed configuration

The study times shall be analyzed under AM, PM peak commute hours and school hours of an average weekday while schools are in session. Volumes must be collected for the 2015 year for all study intersections for vehicles, bicyclists and pedestrians. The required output data will be in Synchro Suite for the traffic simulation models, however no limits are placed on the Consultant in terms of the traffic modeling software to be used as a pre-processor to Synchro. Consultant shall make reference to Enclosure 6 for a summary of the traffic study requirements.

Deliverable: 1 reproducible hard copy, one electronic file (.pdf) of the Feasibility Analysis and 1 reproducible hard copy, one electronic file (.pdf) of the Traffic Study and 1 electronic file for Synchro to match final configuration.)

Incidental Tasks

Task 2: Meeting Attendance/Conference Calls

There will be several meetings during the course of the project that will require attendance by the Consultant and other key personnel on the Consultant's team based on phase of the work. The Consultant will budget (at minimum) attendance at the following meetings:

- Kick-off meeting with County
- Meeting with County, Caltrans, City of Menlo Park and Town of Portola Valley
- Community Meetings and Community Council Meetings to comment on design (minimum of 3 meetings)
 - Consultant will be required to provide visual displays of the Improvement Project and shall include proposed and existing plans overlaid on top of an aerial map, Simtraffic simulation, etc.
- Field Inspection Meetings – field meetings as required to facilitate design.
- Project update Conference Call with County Staff –every two weeks, as needed.
- Project update meetings with County Staff-every two months as needed.

This is not intended as a full list of meetings that will be required of the Consultant but should be used as a guideline on the level of effort and frequency of required meetings. The Consultant will need to prepare and distribute meeting agendas, record and distribute meeting minutes, and provide a conference call in number for any required conference calls.

Length of Agreement: The anticipated duration of the agreement will be 1 year.

Additional Requirements/Considerations:

Project Team Requirements

The ideal project team will be led by a prime Consultant specializing in transportation corridor studies and with a history of prior experience. It is important that the prime Consultant and project team lead be well versed in these types of projects and has past experience coordinating with the required stakeholders such as Caltrans, San Mateo County, adjacent cities, bicycle advocacy groups, and the general public. At a minimum, the prime Consultant and project team must possess and be versed in performing the following:

1. Traffic Engineering, Traffic Analysis, Traffic Signal Design and Traffic Calming
2. American with Disabilities Act (ADA) Compliance
3. Multi-agency coordination
4. Presenting information to the Public (community meetings)
5. Civil Engineering-Roadway Design

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

The proposal should be submitted in the following format:

Proposal tabs 1 through 5 shall be no longer than 30 single side pages using a #12 font, with the exception of graphics.

A. General Instructions

All proposals should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, or other attachments.

All proposals should adhere to the specified content and sequence of information described by this RFP.

Submit one (1) original and seven (7) copies and provide a PDF copy on a CD. All printing shall be double-sided (duplex).

B. Cover Letter

Provide a one page cover letter on Consultant's letterhead which includes the address, voice and fax numbers, and e-mail address of the contact person or persons and an indication of who is authorized to represent the proposer in negotiations.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

C. Specified Content and Detailed Sequence of Information in the RFP

Each proposal should include sections addressing the following information in the listed order. The proposer should be sure to include all information that it believes will enable the Evaluation Committee and, ultimately, the Department to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that Consultant believes would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described by Section II.C, above.

D. Tabbing of Sections

Please be sure the proposal is properly tabbed using the following sections:

TAB 1 Firm Qualifications and Experience:

- a. Provide a one page introduction that demonstrates an overview of your firm's history and provide a project overview based on the Scope of Work presented in this RFP. Consultant shall provide a high level description of how they will go about addressing the project tasks.
- b. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- c. Provide a summary and details of prior experience working with other agencies on a similar project and describe the outcome.
- d. How many full time employees (FTEs) do you plan to assign to this project if selected?
- e. How many people in total are employed by your company? Please delineate between employees and sub-consultants.
- f. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and school of any applicable degrees, additional applicable training, and any professional certifications/licensing. In lieu of listing this information, you may submit a resume or curriculum vitae (CV) for each such individual if the resume/CV includes all the requested information.
- g. If your firm required the services of other sub-consultants for some of the qualifying elements, please indicate and ask the sub-consultants to submit the same information in support of their qualifying experience for that particular element. Include that information with the proposal.

TAB 2 Proposed Approach:

This section describes your proposed approach for meeting the services required by the Department, as listed in Section IV, above. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (including planning for absences and back-up coverage, training, monitoring, etc.), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- a. Describe how you will fulfill the needs of the Department included in this RFP. Please attach a conceptual project plan, if appropriate. Provide a detailed description on how you plan to approach this project. Identify any unique insights or strengths that your firm may have related to this project. Provide a description of the required tasks and how each task will be undertaken by the design team. Add details on how each task will be accomplished and provide a potential timeline of the anticipated work and key issues that may affect this timeline. Include any issues that you believe will require special consideration or attention during the conceptual development phase.
- b. Identify how you will meet all other aspects of the scope of work and related requirements listed in Section IV, above, and list any items you cannot provide.
- c. Describe the measurements/metrics/deliverables/assessments you will provide to allow the Department to assess the services you will provide. Provide information on how deliverables will be provided to the County and how comments on draft deliverables will be addressed.
- d. Provide information on any other pertinent services, if any, you can offer that will enhance the project or project delivery.

TAB 3 Customer Service:

- a. How will your services meet the needs of the Department's customers and/or the public?
- b. In the event of a routine problem, who is to be contacted within your organization?
- c. In the event of the identification of a problem by the Department, its customers, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

TAB 4 Claims and Violations Against Your Organization:

Please list any current violations or claims against you/your organization and those having occurred in the past five years, especially those resulting in claims or legal action against you and the results.

TAB 5 Cost for each alternative proposed and preliminary schedule:

- a. Provide a detailed explanation for all costs associated with each alternative proposed.
- b. Provide a preliminary schedule for each proposed alternative.

TAB 6 Fee Schedule (to be submitted in a sealed envelope):

- a. Provide a detailed explanation for all fees associated with the requested services including Not to Exceed amounts for individual tasks in spreadsheet format.
- b. Provide a proposed hourly rate schedule for your firm and that of each sub-consultant in a sealed envelope with the proposal. The envelope will be opened after the competing firm(s) has been ranked according to the proposal evaluation rating criteria and selection interviews.
- c. Is travel time to the Department expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include such travel time or expenses are preferred unless the services requested require travel as part of the service.

TAB 7 References:

List at least three business references for which you have recently provided similar services. Include contact names and phone numbers for all references provided.

TAB 8 Statement of Compliance with County Contractual Requirements:

A sample of the County's standard contract (including Exhibits A and B) is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:

- The County non-discrimination policy;
- The County equal employment opportunity requirements;
- County requirements regarding employee benefits;

The County jury duty ordinance;
The hold harmless provision;
County insurance requirements;
The requirements of Exhibit E (if attached); and
All other provisions of the standard contract.

In addition, the proposer should include a statement that it will agree to have any disputes regarding any contract venued in San Mateo County or the Northern District of California.

Proposals must advise County of any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, County will assume the proposer is prepared to sign the County contract as-is.

PLEASE NOTE: The sample standard contract attached to this RFP is a template and does not constitute the final agreement to be prepared for the Consultant that is selected. Please do not attempt to insert missing information and complete the attached sample. Once a Consultant is selected, the Department will work with the selected Consultant to draft a Consultant-specific contract using the template. However, each proposal should address the general terms of the standard contract as outlined in this section.

SECTION VI - ENCLOSURES

- Enclosure 1. Contractor's Declaration Form
- Enclosure 2. Standard County Agreement with Independent Contractor
- Enclosure 3. Equal Benefits Program – Frequently Asked Questions
- Enclosure 4. Chapters 2.84 and 2.85 of the Ordinance Code of San Mateo County
- Enclosure 5. Consultant Evaluation Rating Form
- Enclosure 6. Traffic Study Requirements
- Enclosure 7. Vicinity and Location Maps
- Enclosure 8. Public Comments from public meeting 2/24/2015
- Enclosure 9. Engineering Drawings/ Right of Way Maps