



October 28, 2015

**REQUEST FOR PROPOSALS  
DESIGN ENGINEERING SERVICES  
UNDER MASTER PROFESSIONAL SERVICES AGREEMENT**

**I. Instructions**

The City of Santa Rosa is seeking proposals from qualified firms to work in conjunction with City staff to provide design services for the Courthouse Square Reunification project under an existing City of Santa Rosa Master Professional Services Agreement (MPSA), or Professional Services Agreement (PSA).

To be considered, the proposal and the cost proposal must be submitted by either of the following methods by the due date:

1. A PDF file via email to the Contact Person listed below (with cost and fee proposal in a separate PDF file), or
2. Four (4) hard copies of the proposal (with cost and fee proposal in a separate sealed envelope) to:

Steve Dittmer, Supervising Engineer  
City of Santa Rosa  
Transportation and Public Works Department  
69 Stony Circle  
Santa Rosa, CA 95401

(707) 543-3847  
[sdittmer@srcity.org](mailto:sdittmer@srcity.org)

**II. Project Description**

This project will reunify the existing park areas of Courthouse Square that are currently bisected by Mendocino Avenue. Mendocino Avenue will be removed between 3<sup>rd</sup> Street and 4<sup>th</sup> Street. Hinton Avenue and Exchange Avenue will be reinstalled on the east and west sides of the Square. The improvements to be installed on the interior of the square will be determined through a public outreach process, led by a partnership of City staff and downtown business representatives. The public outreach process is expected to be complete in early January of 2016. It is intended that the square be flexible in use. Some of the functions expected to occur in the completed square include car shows, farmers markets, staging for major downtown events, as well as a place for smaller groups to congregate. A concept drawing prepared by the Coalition to Restore Courthouse Square is attached to this proposal. Note that while the interior

of the square is labeled “Phase Two”, the intent is to construct the entire project in one phase. In addition to the improvements in Courthouse Square, the project includes offsite improvements that are necessary as a result of the elimination of Mendocino between 3<sup>rd</sup> Street and 4<sup>th</sup> Street. The selected consultant will be responsible for all services necessary to complete the scope of work outlined below. **The project schedule calls for award of the construction contract in late April of 2016, with construction to begin in the last week of May 2016.**

Scope of work includes design services and preparation of construction contract documents to construct the following improvements:

- Demolition of Mendocino between 3<sup>rd</sup> Street and 4<sup>th</sup> Street
- Demolition of site improvements, including salvage of certain existing features
- Replacement of sewer and water facilities on the east and west sides of the square
- Street improvements for Hinton Avenue and Exchange Avenue, including diagonal parking
- Lighting for the exterior and interior of the square
- Electrical and telecommunications facilities
- Landscaping
- Street and site drainage, including Low Impact Development (LID) features as necessary
- Soil and groundwater management for contamination that may be encountered
- Offsite traffic signal, striping, marking and signing modifications
  - Convert Fifth Street to a two-way street between B Street and Mendocino Avenue
  - Terminate northbound Santa Rosa Avenue at 3<sup>rd</sup> Street and restripe the northbound approach to include dual left turn lanes and a right turn lane
  - Terminate southbound Mendocino Avenue at 4<sup>th</sup> Street
  - Restripe the eastbound approach at Santa Rosa Avenue / 3<sup>rd</sup> Street to include a through lane and shared through-right turn lane
  - Restripe 3<sup>rd</sup> Street between B Street and Santa Rosa Avenue to include two westbound lanes
  - Eliminate the westbound left turn lane at B Street / 3<sup>rd</sup> Street
  - Restripe the westbound approach of B Street / 3<sup>rd</sup> Street to include dual through lanes and a right turn lane
  - At the B Street / Transit Mall intersection, restrict access into and out of the Sears parking lot to right turns

The scope of work will also include:

- Obtaining the necessary approvals and permits for construction such as building, grading, NPDES, etc.
- Incorporating mitigation measures required by the project’s Tiered Environmental Impact Report into the construction contract documents and conducting required studies such as bird and bat surveys. Click on the attached link to view the Tiered Environmental Impact Report <http://srcity.org/news/Pages/ReunificationofCourthouseSquare.aspx>
- Preparation of exhibits for the public outreach process
- Participation in two (2) public outreach meetings
- Presentations at two (2) City Council meetings

### III. Schedule

<b>Proposal due:</b>	<b>November 16, 2015 at 12:00 p.m.</b>
Interviews (if needed):	November 18, 2015
Notification of selected consultant:	Approximately November 23, 2015
Consultant Notice to Proceed:	Approximately December 7, 2015
Project complete:	February 26, 2016

### IV. Scope of Services (Statement of Work)

Consultant shall submit a Proposal and Cost Proposal with Fee Schedule that describes the scope of services to be provided. The proposal and fee schedule shall include a design contingency for additions to the project scope, as well as an item for design services during construction. See attachment for Guidelines.

### V. Submittal Requirements

Extensive and elaborate proposals are discouraged. Complete and concise proposals (maximum of **20 pages** not including cost proposal) are desired and shall include:

1. **Cover Letter / Executive Summary:** The cover letter / executive summary shall be signed by an official authorized to bind the firm for a period up to 90 days after the proposal is submitted and shall contain the name, title, mailing address, email address, and telephone number of the individual to whom correspondence and other contact should be directed.
2. **Project Team:** Include a proposed team organizational structure. Identify principal, project manager, and all personnel who will be assigned to work on this project, and what their responsibilities for this project will be. There can be no change of key personnel once the proposal is submitted without the prior approval of the City. It is important that the proposed project manager have sufficient time to represent the City on this project as an extension of City Staff. A list of other projects the project manager will be assigned during this project is required. The number of hours per week the project manager will be dedicating to this project must be clearly stated.
3. **Project Team Qualifications / Resumes:** Identify the education, professional credentials, licensing, and experience of each member of the Team. Describe each team member's experience working on similar projects. Specifically show, for each team member, a list of projects for which they served in the role they are expected to serve in on this project. Show, for the team as a whole, their achievements in designing similar projects. For the primary firm and each sub-consultant, list the professional license number for each architect or engineer of record.
4. **Work Plan:** The proposal shall include a description of the project understanding, detailed project approach, and project schedule. Include a statement concerning the ability of the firm to meet the required time schedules.
5. **Reference Projects:** The proposal shall include a list of at least three (3) recent projects completed by your firm with similar services to those required by this RFP.

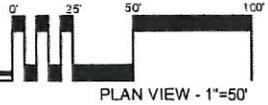
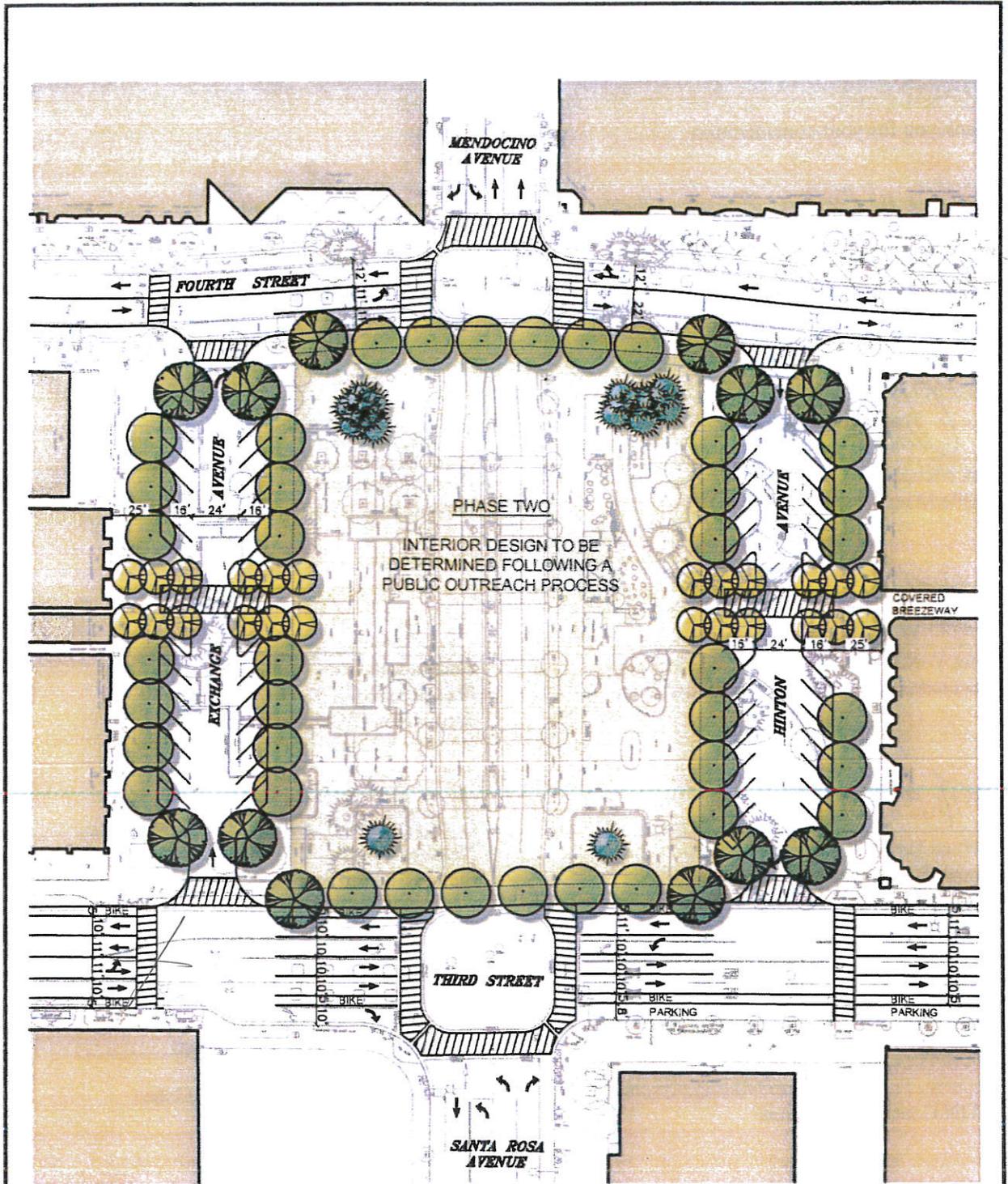
Include a project description, contact name and number, design fee, construction dates, construction estimate, and actual construction cost including change orders and claims.

6. **Scope of Services:** The proposal shall include a detailed scope of services identifying specific tasks and any specific considerations and assumptions. See Item IV Scope of Services above.
7. **Cost Proposal:** In a separate sealed envelope (or separate PDF file), provide a cost proposal with a breakdown of fully burdened rates and estimated hours to be spent at the various rates on various tasks. The contract will be on a time-and-materials basis with a “not-to-exceed” figure.

## **VI. Review Process**

1. Consultant selection will be based on the City’s evaluation of the Proposals submitted. City staff (or Review Board) may request clarifying information from any or all consultants that submit a Proposal. The City staff will evaluate the responses to this RFP, may interview the top rated consultants, and negotiate a contract with the consultant that City staff determines is the most qualified.
2. If an agreement cannot be reached with the top rated consultant, the City will negotiate with the next most highly rated consultant. The City is not responsible for any costs incurred by the respondents in the preparation and submittal of a response to this RFP.
3. Consistent with City Council Policy 600-01, City Code 3-08.110 (A), and Resolution 28533 for MPSAs, for PWOs over \$500,000 a Review Board shall be appointed to assist in establishing a list of qualified consultants, evaluate proposals, and make award recommendations. PWOs over \$500,000 must be awarded by the City Council/Board of Public Utilities. PWOs of \$500,000 and less may be awarded by City staff.
4. City’s Selection Criteria. The following is a partial list for the City’s criteria for the selection of a consultant for the project:
  - a. Responsiveness to requirements, terms, and conditions of this RFP
  - b. Qualifications of Project Team
  - c. Availability and ability to perform the Scope of Services in a timely manner
  - d. Understanding of the work to be done (Work Plan)
  - e. Experience with similar kinds of work
  - f. Demonstrated technical ability
  - g. Reference response and demonstrated performance

Attachment: Concept Drawing



- PLAN NOTES:**
1. Perimeter tree planting is illustrative only.
  2. Improvements within the interior are generally limited with Phase One to interim lighting and accessibility. Phase Two improvements will complete the landscaping, amenities, final lighting, special design features, and other elements.
  3. Additional number of metered parking spaces total: 52 (Exchange and Hinton). Spaces removed total: 5 (Fourth). New spaces total: 47. Accessible spaces not designated but to be included.

Issued as part of the 2009-2011-2013-2015-2017-2019-2021-2023-2025-2027-2029-2031-2033-2035-2037-2039-2041-2043-2045-2047-2049-2051-2053-2055-2057-2059-2061-2063-2065-2067-2069-2071-2073-2075-2077-2079-2081-2083-2085-2087-2089-2091-2093-2095-2097-2099-2101-2103-2105-2107-2109-2111-2113-2115-2117-2119-2121-2123-2125-2127-2129-2131-2133-2135-2137-2139-2141-2143-2145-2147-2149-2151-2153-2155-2157-2159-2161-2163-2165-2167-2169-2171-2173-2175-2177-2179-2181-2183-2185-2187-2189-2191-2193-2195-2197-2199-2201-2203-2205-2207-2209-2211-2213-2215-2217-2219-2221-2223-2225-2227-2229-2231-2233-2235-2237-2239-2241-2243-2245-2247-2249-2251-2253-2255-2257-2259-2261-2263-2265-2267-2269-2271-2273-2275-2277-2279-2281-2283-2285-2287-2289-2291-2293-2295-2297-2299-2301-2303-2305-2307-2309-2311-2313-2315-2317-2319-2321-2323-2325-2327-2329-2331-2333-2335-2337-2339-2341-2343-2345-2347-2349-2351-2353-2355-2357-2359-2361-2363-2365-2367-2369-2371-2373-2375-2377-2379-2381-2383-2385-2387-2389-2391-2393-2395-2397-2399-2401-2403-2405-2407-2409-2411-2413-2415-2417-2419-2421-2423-2425-2427-2429-2431-2433-2435-2437-2439-2441-2443-2445-2447-2449-2451-2453-2455-2457-2459-2461-2463-2465-2467-2469-2471-2473-2475-2477-2479-2481-2483-2485-2487-2489-2491-2493-2495-2497-2499-2501-2503-2505-2507-2509-2511-2513-2515-2517-2519-2521-2523-2525-2527-2529-2531-2533-2535-2537-2539-2541-2543-2545-2547-2549-2551-2553-2555-2557-2559-2561-2563-2565-2567-2569-2571-2573-2575-2577-2579-2581-2583-2585-2587-2589-2591-2593-2595-2597-2599-2601-2603-2605-2607-2609-2611-2613-2615-2617-2619-2621-2623-2625-2627-2629-2631-2633-2635-2637-2639-2641-2643-2645-2647-2649-2651-2653-2655-2657-2659-2661-2663-2665-2667-2669-2671-2673-2675-2677-2679-2681-2683-2685-2687-2689-2691-2693-2695-2697-2699-2701-2703-2705-2707-2709-2711-2713-2715-2717-2719-2721-2723-2725-2727-2729-2731-2733-2735-2737-2739-2741-2743-2745-2747-2749-2751-2753-2755-2757-2759-2761-2763-2765-2767-2769-2771-2773-2775-2777-2779-2781-2783-2785-2787-2789-2791-2793-2795-2797-2799-2801-2803-2805-2807-2809-2811-2813-2815-2817-2819-2821-2823-2825-2827-2829-2831-2833-2835-2837-2839-2841-2843-2845-2847-2849-2851-2853-2855-2857-2859-2861-2863-2865-2867-2869-2871-2873-2875-2877-2879-2881-2883-2885-2887-2889-2891-2893-2895-2897-2899-2901-2903-2905-2907-2909-2911-2913-2915-2917-2919-2921-2923-2925-2927-2929-2931-2933-2935-2937-2939-2941-2943-2945-2947-2949-2951-2953-2955-2957-2959-2961-2963-2965-2967-2969-2971-2973-2975-2977-2979-2981-2983-2985-2987-2989-2991-2993-2995-2997-2999-3001-3003-3005-3007-3009-3011-3013-3015-3017-3019-3021-3023-3025-3027-3029-3031-3033-3035-3037-3039-3041-3043-3045-3047-3049-3051-3053-3055-3057-3059-3061-3063-3065-3067-3069-3071-3073-3075-3077-3079-3081-3083-3085-3087-3089-3091-3093-3095-3097-3099-3101-3103-3105-3107-3109-3111-3113-3115-3117-3119-3121-3123-3125-3127-3129-3131-3133-3135-3137-3139-3141-3143-3145-3147-3149-3151-3153-3155-3157-3159-3161-3163-3165-3167-3169-3171-3173-3175-3177-3179-3181-3183-3185-3187-3189-3191-3193-3195-3197-3199-3201-3203-3205-3207-3209-3211-3213-3215-3217-3219-3221-3223-3225-3227-3229-3231-3233-3235-3237-3239-3241-3243-3245-3247-3249-3251-3253-3255-3257-3259-3261-3263-3265-3267-3269-3271-3273-3275-3277-3279-3281-3283-3285-3287-3289-3291-3293-3295-3297-3299-3301-3303-3305-3307-3309-3311-3313-3315-3317-3319-3321-3323-3325-3327-3329-3331-3333-3335-3337-3339-3341-3343-3345-3347-3349-3351-3353-3355-3357-3359-3361-3363-3365-3367-3369-3371-3373-3375-3377-3379-3381-3383-3385-3387-3389-3391-3393-3395-3397-3399-3401-3403-3405-3407-3409-3411-3413-3415-3417-3419-3421-3423-3425-3427-3429-3431-3433-3435-3437-3439-3441-3443-3445-3447-3449-3451-3453-3455-3457-3459-3461-3463-3465-3467-3469-3471-3473-3475-3477-3479-3481-3483-3485-3487-3489-3491-3493-3495-3497-3499-3501-3503-3505-3507-3509-3511-3513-3515-3517-3519-3521-3523-3525-3527-3529-3531-3533-3535-3537-3539-3541-3543-3545-3547-3549-3551-3553-3555-3557-3559-3561-3563-3565-3567-3569-3571-3573-3575-3577-3579-3581-3583-3585-3587-3589-3591-3593-3595-3597-3599-3601-3603-3605-3607-3609-3611-3613-3615-3617-3619-3621-3623-3625-3627-3629-3631-3633-3635-3637-3639-3641-3643-3645-3647-3649-3651-3653-3655-3657-3659-3661-3663-3665-3667-3669-3671-3673-3675-3677-3679-3681-3683-3685-3687-3689-3691-3693-3695-3697-3699-3701-3703-3705-3707-3709-3711-3713-3715-3717-3719-3721-3723-3725-3727-3729-3731-3733-3735-3737-3739-3741-3743-3745-3747-3749-3751-3753-3755-3757-3759-3761-3763-3765-3767-3769-3771-3773-3775-3777-3779-3781-3783-3785-3787-3789-3791-3793-3795-3797-3799-3801-3803-3805-3807-3809-3811-3813-3815-3817-3819-3821-3823-3825-3827-3829-3831-3833-3835-3837-3839-3841-3843-3845-3847-3849-3851-3853-3855-3857-3859-3861-3863-3865-3867-3869-3871-3873-3875-3877-3879-3881-3883-3885-3887-3889-3891-3893-3895-3897-3899-3901-3903-3905-3907-3909-3911-3913-3915-3917-3919-3921-3923-3925-3927-3929-3931-3933-3935-3937-3939-3941-3943-3945-3947-3949-3951-3953-3955-3957-3959-3961-3963-3965-3967-3969-3971-3973-3975-3977-3979-3981-3983-3985-3987-3989-3991-3993-3995-3997-3999-4001-4003-4005-4007-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