



Request for Qualifications (RFQ)

Roundabout Project Study Report
Project Development Support (PSR/PDS)
For
Broadway Street & US 101 Northbound Ramp Terminal

Project No. 2017-004

City of King

Engineering Department

212 S. Vanderhurst Avenue, King City, CA 93930

RESPONSES DUE: NO LATER THAN 4:00 PM, AUGUST 7, 2017

OBJECTIVE

The City of King ("**City**") is soliciting qualifications and experience information of qualified engineering consultant or project team ("**Consultant**") specializing in the design of transportation projects; with specific experience in intersection design, signal design, and successful developing projects involving Caltrans facilities and facilities requiring Caltrans approvals. Qualifications and experience information to be used for the selection of the Project Study Report for the Broadway Street/San Antonio Drive/US 101 northbound ramp terminal in King City. All qualifications must be received at City of King City Hall 212 S. Vanderhurst Avenue, King City, CA 93930 by **August 7, 2017 no later than 4:00p.m.** Faxed/Emailed submittals will not be accepted. For additional information, please contact Octavio Hurtado, City Engineer (831) 385-3281.

SCOPE OF WORK

The PSR-PDS is the first step to program project improvements on the state highway system. The proposed study for the roundabout on Broadway Street at San Antonio Drive and the US 101 Northbound Ramp Terminal will include general work elements such as, development of design concept and design scope based on available traffic data and studies, purpose and need, environmental screening, risk assessment, right of way needs, and concept level costs estimate. It is anticipated that consulting services under this RFQ will be required for six (6) to twelve (12) months, depending on availability of funding. Prospective consultants are advised that no obligations or commitments are incurred by the City in soliciting these statements. The following tasks are a general description of the Services that may be required for this project. The final scope of work will be developed by the City and selected firm. Services and Projects may include, but not limited to the following:

The preparation of the PSR-PDS is to develop project alternatives through a Project Study Report – Project Development Support (PSR-PDS) Project Initiation Document (PID). The PSR-PDS PID and attachments will be developed in accordance with the Caltrans Project Development Procedures Manual (PDPM) Appendix S, *Preparations Guidelines for Project Study Report-Project Development Support (PSR-PDS) Project Initiation Documents*, June 6, 2013.

Consultants are required to follow the general outline below for the proposed scope of work. Following the outline below will make the review process more efficient. The services may include, but will not necessarily be limited to:

GENERAL SCOPE OF WORK

1. Develop PSR-PDS
2. Define Transportation Problem & Assessment of Site
3. Develop Initial PSR-PDS Alternatives & Alternative Analysis
4. Perform Preliminary Environmental Analysis
5. Prepare and Approval of PSR-PDS
6. Permit Identification

The selected Consultant should be prepared to develop a Fee Proposal and Schedule of Services immediately upon selection, and begin services promptly upon Notice to Proceed following successful negotiations and resultant contract approvals.

EVALUATION OF RESPONSES

Candidate will be evaluated based on professional excellence and demonstrated competence in providing professional engineering services. Consultants will also be evaluated based on a range of factors, including but not limited to, experiences with similar projects, capacity to provide timely and quality responses to work requests, performance record with other agencies, experience in public outreach, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

PROPOSED SCHEDULE

Request for Qualifications (RFQ) Issued – August 19, 2017

Statements of Qualifications due – August 7, 2017

Staff Evaluation of RFQ completed – August 11, 2017

Selection of Consultant – August 14, 2017

Contract Negotiation, Scope & Budget – August 31, 2017

City Council Approval of Consultant Agreement – September 12, 2017

PROPOSAL SUBMISSION

All proposals must be received by City Hall 212 S. Vanderhurst Avenue, King City, CA 93930 on **August 7, 2017 no later than 4:00 p.m.** Faxed/Emailed submittals will not be accepted.

To be considered for the project, interested firms will need to submit five (5) copies of their qualifications by August 7, 2017 no later than 4:00 PM to the City of King Engineering Department, 212 S. Vanderhurst Avenue, King City, CA 93930, and Attention: Octavio Hurtado, City Engineer. Submittals shall be brief and concise and limited to no more than 25 pages including cover, resumes, and experience. The request for qualifications shall include the following elements:

1. Cover Letter
2. Team organizational chart, identifying the project manager, project engineer, and all sub consultants; identifying their roles and responsibilities.
3. Project experience, listing similar projects completed by the project team with references list for each of the highlighted projects.
4. Resumes for key staff
1. Project approach, demonstrating the consultant's team

EVALUATION AND SELECTION CRITERIA

The City will review and evaluate each proposal to determine whether each proposer's qualifications are in accordance with the proposed project scope. The City will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive, and may reject all non-responsive proposals.

The City will have a Selection Committee for the evaluation and ranking of proposals. The City may conduct interviews if the Selection Committee determines after review of the proposals that interviews would further benefit the selection process. The top-ranked firm based upon the proposal (and interviews, if held) will be given the opportunity to execute an Agreement for Consulting Services with the City. If an agreement regarding scope and fee is not reached within a reasonable period, the City may pursue

negotiations with the next ranked firm or reissue the RFQ altogether. Selection of the short listed proposers and/or the top ranked proposer will be based upon the following criteria in conjunction with relative importance of the required information:

- A. Qualifications of the firm and Key Personnel assigned and responsible for this project (25%).
- B. Experience and understanding of the scope of work (40%).
- C. Familiarity with Local, State and Federal Procedures (25%).
- D. Current workload and demonstrated ability to meet schedules or deadlines (10%).

Upon the request of and at the discretion of the City, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the Selection Committee.

THE CITY OF KING RIGHTS

The City of King reserves the right to reject all or portions of any or all proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City reserves the right to extend the proposal submittal date if needed.

Please note that this request is for a Statement of Interest and Qualifications and a detailed cost proposal should not be included with your submittal. Final project costs will be determined through negotiations with the selected firm. The City reserves the right to enter into negotiations with more than one firm.

INQUIRIES

Any questions related to this requests must be directed to City of King, Attention: Octavio Hurtado, Hanna & Brunetti, Contract City Engineers at ohurtado@kingcity.com and must be made in writing and submitted no later than August 4, 2017.