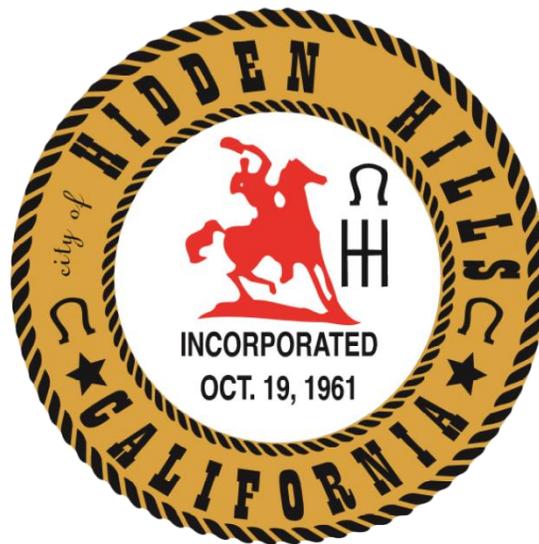


**REQUEST FOR PROPOSALS
TO PROVIDE
ENGINEERING AND DESIGN SERVICES
FOR
THE LONG VALLEY ROAD/VALLEY CIRCLE BLVD/US-101 ON RAMP IMPROVEMENTS
PROJECT
FOR THE
CITY OF HIDDEN HILLS**



**6165 Spring Valley Road
Hidden Hills, CA 91302**

www.hiddenhillscity.org

Telephone: (818) 888-9281

I. INVITATION

The City of Hidden Hills is seeking to retain the services of a qualified and experienced civil and traffic engineering consulting firm to provide the professional and technical services required to design complete Construction Plans and prepare Specifications and Engineer's Estimate (PS&E) for the Hidden Hills Long Valley Road/Valley Circle Blvd/US-101 On-Ramp Project.

II. BACKGROUND

Long Valley Road is one of three entries into the City of Hidden Hills. This road intersects the stop sign controlled on-ramp to northbound US 101 (Long Valley Road on-ramp), as it exits the City. During the morning peak hours, this intersection is heavily congested due to vehicles entering the freeway and Hidden Hills, resulting in queuing of vehicles up the Long Valley Road on-ramp toward and, often, onto adjacent Valley Circle Blvd. This queuing often also impedes turning movements at the Valley Circle Boulevard and Long Valley on-ramp intersection. Per a traffic study by the City of Hidden Hills, the US 101 on ramp/Long Valley Road intersection operated at a Level of Service F during peak morning traffic. The traffic study found that average queue lengths on the Long Valley Road on-ramp measured 778 ft.

The City of Hidden Hills recently also purchased ½ acre of vacant unimproved land just outside the Long Valley Road gate. This property is currently being used by the Hidden Hills Community Association to stage and pre-check vehicles waiting to enter the City. The staging and pre-checking vehicles has had a very positive effect of reducing the queuing of vehicles on Long Valley Road and Valley Circle Boulevard

Additionally, the Long Valley Road on-ramp currently has unpaved shoulders making pedestrian access to bus stops on Valley Circle Blvd. and the neighboring shopping center on Calabasas Road difficult. As such, pedestrians often use non-designated crossings on Long Valley Road.

To improve traffic congestion and pedestrian access on the Long Valley Road on-ramp, the City of Hidden Hills proposes to install sidewalks and remove traffic that currently contributes to the congestion. This would be accomplished by constructing a right turnout lane on the Long Valley Road on-ramp at the stop-controlled NB U.S. 101 on-ramp (also the intersection with Long Valley Road in Hidden Hills), constructing a paved public parking lot and staging area for vehicles waiting to enter Hidden Hills, and constructing sidewalk on the Long Valley Road on-ramp and Valley Circle Blvd.

Optional work being considered, but not shown in the attached conceptual plan, includes the relocation of the entry gate building to install a traffic turn around, and another parking lot (directly across the street from the public parking lot). This optional work would include improvements (paving, curbs, striping, landscaping, etc.) on both public and private property.

County of Los Angeles Measure R and Measure M funds are programmed for all design, environmental work, right of way, and construction.

III. SCOPE OF SERVICES

A. GENERAL SERVICES

1. Coordination with agencies to include (but not limited to) City of Hidden Hills, Hidden Hills Community Association, Landscape Architect/designer, City of Los Angeles, Caltrans, Metropolitan Transportation Authority (MTA) and all impacted utility companies.
2. The consultant shall be responsible for project management activities throughout the design process. The scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the City and consultant sub-contractors, and preparing all submissions for the City to submit to Caltrans, Metro and the City of Los Angeles.
3. Assist the City of Hidden Hills in the preparation of monthly and quarterly reports and reimbursement invoices to MTA.
4. Preparation of applicable erosion control, LID, SWPPP documents.
5. Preparation and approval of required environmental documents and technical studies as needed (phase 1 report for the parking lot has already been completed).
6. Preparation of design and construction plans of a parking/staging area on Long Valley Road outside the gatehouse to reduce queuing of vehicles on the freeway ramps waiting to enter Hidden Hills.
7. Preparation of design and construction plans of a right turn pocket (turn out lane) at the stop-controlled NB U.S. 101/Long Valley Road intersection to Valley Circle Blvd./Ventura Blvd. intersection.
8. Preparation of design and construction plans of an ADA compliant sidewalk on Long Valley Road, the Long Valley Road on-ramp, and Valley Circle Blvd. from the Long Valley Road security gate to the Valley Circle Blvd./Ventura Blvd. intersection. All proposed improvements outside of the City of Hidden Hills shall comply with the respective jurisdictions (City of LA, Caltrans).
9. Experience with preparation of construction plans, specifications and bidding documents for construction utilizing the Caltrans Standards as well as experience with City of Los Angeles, Los Angeles Metropolitan Transportation Authority ("MTA") and Caltrans processes and manuals.
10. Optional design, if requested by the City of Hidden Hills, would provide a traffic turn around at the Long Valley entry gate, and possible relocation of the gatehouse. Gatehouse building plans and gate operation requirements will be provided by the Hidden Hills Community Association (any such work will be coordinated with them).
11. All landscape and irrigation will be designed by others and are not to be included in the proposal. However, the consultant will be expected to coordinate with the

Landscape Architect.

Note- It will be necessary to design and construct the elements of the project within the City of Hidden Hills (staging/parking lot area, private parking lot, and optional traffic turn-around) separate of other improvements, as this portion of the project is more time sensitive and is wholly within the jurisdiction of the City. The other portions of the project (turn out lane and sidewalk) is located outside of the City limits and thus permits for such work is subject to review and permits by other agencies (Caltrans and City of Los Angeles). Accordingly, the responsive proposal should consider all work for the parking lot as a separate item in all proposal, design, schedule, and construction documents. There may be some overlap, but generally the responsive proposal should consider that this project would be done in separate phases (Phase 1 and Phase 2) defined as follows:

- Phase 1 - Includes the staging/parking lot and all work within the City of Hidden Hills (may include relocation of the entry gate building to install a traffic turn around, and another parking lot (directly across the street from the public parking lot).
- Phase 2 - Includes all work outside the City of Hidden Hills.

B. ENGINEERING SERVICES

The following is a general outline of the scope of work to be provided by the engineering consultant. It is intended as a guide only and the specific scope of work to be provided by the consultant must be included in the proposal.

While it is believed that the project requirements set forth in this Request for Proposal are in a logical sequence and include all elements essential for a comprehensive project evaluation, improvement plan and services, those submitting proposals are advised to include any subject or procedure they believe may have been overlooked. They may also note any required items they believe have been overlooked. They may also note required items they believe to be excessive or extraneous. The cost of such items to be added or deleted should be separately noted in the proposal.

Similarly, any additional costs that must be expended to make the project complete shall be identified and listed separately in the cost proposal.

Preliminary Engineering Tasks

1. Meet and work with a City design committee and interested parties in the development of a coordinated concept that will address parking, traffic, gate access, pedestrian, landscaping, and beautification elements.
2. Meet and work with City of Hidden Hills, Hidden Hills Community Association, MTA, City of Los Angeles, Caltrans, utilities, affected property owners, etc. in the development of plans, easements, right of way acquisition documents, permits, etc.

3. Meeting Minutes. City of Hidden of Hills staff has had meetings with other agencies including the City of Los Angeles and Caltrans. Minutes of these meetings will be provided the Consultant.
4. Surveying and Base Mapping. City has completed a phase 1 environmental report and ALTA survey for the public staging/parking lot, aerial and ground topographic surveys, a right of way survey, and a conceptual plan which will be given to the consultant for review and acceptance. If additional survey is deemed necessary, consultant shall submit copies of all field notes and permits to the City.
5. Utility Research and Coordination. Consultant shall coordinate with all other affected regulatory agencies and all other affected utility agencies. Consultant shall perform all required utility research and coordination as required. Consultant shall contact all utilities by written correspondence to determine existing utility line locations. Consultant shall provide the City copies of all correspondence to and from regulatory and utility agencies. Consultant is to provide research (including sub-surface pot holing) as required to complete any removal, relocation, or adjustment to any existing utility facilities where conflicts are anticipated. All existing utility facilities shall be shown on the plans and any probable conflicts shall be noted. The Consultant shall document this work and any regulatory or utility issues that need to be addressed.
6. Preliminary Hydraulic and Geotechnical investigation. Consultant shall conduct and/or provide for all geotechnical investigations, testing, reports, etc., as necessary for design of the pavement sections. Consultant shall provide investigations required to control and convey storm flows as to prevent ponding of water and erosion. The Consultant shall document this work.
7. Preliminary Design and Right-of-Way requirements. The consultant shall utilize the City prepared right of way survey and conceptual plan to develop 30% preliminary plans and estimates, typical sections, and shall include all the necessary work to allow the construction of the proposed improvements. Under this task the Consultant shall research any and all public records available which demonstrate ownership of right-of-way necessary to construct the proposed improvements. In addition, Consultant shall provide information on any property or easements that will need to be acquired to construct the proposed improvements.
8. Assist the City in the preparation of MTA monthly and quarterly progress reports, schedules, and invoices.

Final Engineering Tasks

1. Consultant shall provide the following required tasks:
 - 65% Plans and Estimates,
 - 95% Plans, Specifications and Estimates,
 - Utility Coordination
 - Final Hydraulic and Geotechnical Studies,
 - 100% - Bid Package (plans, specifications & contract documents) including but not limited to the following:

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- Street, Sidewalk, and Retaining Wall Improvement Plans
- Drainage Improvement Plans,
- Construction Phasing Plans,
- Traffic Control Plans,
- Parking Lot Plans
- Signing and Striping Plans,
- Erosion Control Plans/SWPPP,
- Optional Gatehouse Relocation and Traffic Turn-around
- Special Provisions to Include Technical Specifications
- Engineer's Estimate

2. The Consultant will deliver the following to the City Engineer upon completion of the approved and permitted design:

- Reproducible mylars of the project plans, signed and sealed. The project shall include a title sheet and the numbered plan sheets required for a full set of biddable plans.
- One unbound signed and sealed copy of the Special Provisions.
- Five (5) bound copies of the signed and stamped plans and two (2) bound copies of the Specifications & Contract Documents ready for bidding.
- One (1) copy of the final "Engineers Estimate of Probable Costs".
- Consultant shall include the preparation and submittal of Record drawings upon project completion. Consultant shall provide a cost estimate based on time-and-materials to provide As-Built services after the construction phase of the project has been completed.
- One (1) electronic copy of the Special Provisions on disk in Microsoft Word format.
- One (1) electronic copy of the Engineer's Estimate on disk in Microsoft Excel format.

3. The City of Hidden Hills will provide the following:

- Available "Record" drawings for Long Valley Road within Hidden Hills
- Conceptual Plan
- Minutes of meetings already held with other agencies
- Boilerplate Special Provisions & Contract Documents in Microsoft Word
- MTA Agreements and sample monthly and quarterly reports
- Right of way Survey
- Topographical surveys

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- ALTA survey of the public staging/parking lot
- Landscaping Plan (to be incorporated into the construction drawings and construction bid package)
- Phase 1 environmental report
- Construction bidding, administration, and inspection

Product Delivery Assurance

1. The proposal shall also include construction observation services as required to assure compliance by the contractor with the approved PS&E. These services shall be considered supplemental to the City of Hidden Hills's inspections services for the project.
2. Consultant shall provide assistance to City staff during the bidding and construction process by being available to answer questions to include Requests for Information/Clarification by phone or email.
3. Consultant shall review and approve construction material submittals.

Product Guarantee

The Consultant shall be diligent during the investigation and mitigation stages of this project to address all site-specific construction challenges. The final approved and permitted design will be understood to be the best, most efficient, design available to the City of Hidden Hills. The City of Hidden Hills' plan check process is provided only to review if the design meets City's design standards. All plans are subject to review and approval by the City of Hidden Hills, the City of Los Angeles and, where applicable, Caltrans. With regard to the constructability of the project the City relies on the Consultant's in-house Quality Control and Quality Assurance to ensure the integrity of the design product. As the Design Engineer of Record the consultant will stand fully behind its design product and step in, resolve, and mitigate and correct any unexpected problems that may arise during construction as the result of any inaccurate design assumptions, errors, or omissions, and shall do so at no additional charge to the City of Hidden Hills. Exceptions to this policy will be approved by the City Engineer.

At the completion and final approval of the project, the Consultant shall provide the City of Hidden Hills, City of Los Angeles and, where applicable, Caltrans with signed and stamped Record Drawings at no additional charge.

IV. SCHEDULE

Release of Requests for Proposals	November 1, 2018
Submittal of Questions	November 21, 2018 by 5:00 pm
Response to Questions	November 28, 2018 by 5:00 pm

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Proposal Due Date	December 5, 2018 by 5:00 pm
Proposal Review/Evaluation/Interview	Week of December 10, 2018
Contract Negotiations (if required)	Week of December 17, 2018
Tentative City Council Award of Contract	January 14, 2019
Authorization to Proceed/Start Date	January 22, 2019

PROJECT KEY DATES: (Schedule is subject to change)

Phase 1 (parking lot and improvements within the City of Hidden Hills)

Phase 1 PS&E completion date	May 2019
Phase 1 Target Bid Process	August 2019
Phase 1 Target Construction Completion	December 2019

Phase 2 (improvements outside the City of Hidden Hills)

Phase 2 PS&E Completion Date	December 2019
Phase 2 Target Bid Process	April 2020
Phase 2 Target Construction Completion	Fall 2020

* These dates are anticipated and may change. It is expected that the Consultant shall either agree to these dates or submit a revised detailed schedule.

V. LIST OF INTERESTED PROPOSERS

The full content of the RFP is available through the City website at www.hiddenhillscity.org. If addendums are necessary, they will be posted onto the website as well. All respondents interested in proposing on this RFP are encouraged to sign-up on the "List of Interested Proposers" for the project. This list will be used to email any project updates, addendums, changes or responses to written inquiries and will be distributed to all interested contractors. To get on the list please email the Hidden Hills City Clerk at staff@hiddenhillscity.org, or call (818) 888-9281.

VI. QUESTIONS

All questions regarding this RFP shall be submitted in writing by email to: Dirk Lovett, City Engineer at dirklovett@caaprofessionals.com. The date and time when questions must be submitted are shown in "Section IV-Schedule" of this RFP. Questions with their answers will be posted on the City's website by the date and time set forth in this RFP.

VII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion. The submittal shall contain the name of this RFP and Respondents shall provide four (4) copies of the proposal (three bound and one unbound single sided) and four (4) copies of the fee proposal (three bound and one unbound single sided).

All proposal submittals shall be mailed or delivered and received by the City no later than the submittal deadline set forth in Section IV of this RFP addressed as follows:

City of Hidden Hills
Long Valley Ramp Project
6165 Spring Valley Road
Hidden Hills, California 91302

For delivery purposes, the City Clerk's phone number is (818) 888-9281.

VIII. PROPOSAL FORMAT

Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this RFP. To facilitate the review and evaluation of the proposals, the prospective consultant shall organize their submission using the following outline format:

1. Statement of Qualifications and Experience

The Respondent shall include in its Proposal, at a minimum, the following information presented in a clear and concise format, to demonstrate their competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" [Section II] of this RFP.

- A list of recent projects (within the last five years) which the Respondent has performed of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

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- A brief description of the Project Team including the Respondent's principals, project manager, employees, agents, and sub consultants which the Respondent anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses, and experience of each proposed project team member. Also include resumes for each key team member. The City will retain under its Agreement with the successful Respondent the right of approval of all persons performing under the Agreement.

2. Scope and Services

- Describe in detail the firm's understanding of the work required (included both phase 1 and 2), including refinements of the description and tasks outlined herein which you think are appropriate. Describe how your personnel, equipment, and services will be utilized, and estimate their time involvement in various activities.
- Provide a detailed scope of work statement describing all project services to be provided including project deliverables.
- Describe experience and familiarity with processes of City of Los Angeles, MTA and Caltrans.

3. Time Schedule

Provide a detailed time schedule for all project activities.

5. Fee Proposal

The fee proposal should include all tasks required to perform the work with the applicable hourly rates and a maximum not to exceed fee for each task and a grand total not-to-exceed fee. Costs shall be all inclusive unless specifically noted herein. **This fee proposal must be submitted in a separate sealed envelope from the proposal. As required by Government Code Section 4526.**

6. Compliance with City's Insurance Requirements

Insurance coverage with a minimum aggregate coverage of \$2,000,000 for Professional Errors and Omissions and General Liability will be required. Respondents shall provide a statement certifying compliance with the required insurance coverage.

7. References

Provide a list of at least three government agency references (non-City of Hidden Hills) with emphasis on the completion of projects similar in scope to this project. The following information should be provided:

- Name and title of reference
- Contact phone number and email address
- Name of project
- Brief project scope

IX. EVALUATION CRITERIA

Selection of the consultant will be made in accordance California Government Code Section 4525 et. seq. stating that the selection of professional services is made on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services. A selection committee will review, evaluate and rank the proposals. The fee proposal of the highest ranked proposal will then be opened to ensure the services are performed at fair and reasonable prices and to begin fee negotiations. If agreement cannot be reached, then negotiation proceeds with the next highest ranked firm's fee proposal.

Evaluation of the proposals shall be based on the following factors:

- **Mandatory Elements.** The consultant is properly licensed to practice in California and the proposal has adhered to the proposal instructions and is complete and responsive.
- **Qualitative Criteria.** Evaluation shall be based on the following criteria including but not limited to: whether consultant has the expertise and experience as well as an understanding of the practices, applicable laws and state and local processes associated with the project; understanding of the work to be done; experience with similar kinds of work; demonstrated technical ability; qualifications of individuals within the consultant's organization directly responsible for the work; and familiarity and experience with City of Los Angeles, MTA and Caltrans procedures.
- **Approach to Services.** Methodology to be implemented to address and coordinate the various elements of the project.

X. GENERAL ADMINISTRATIVE INFORMATION

1. Submittals shall comply with all conditions, requirements and specifications contained herein. Any material departure constituting sufficient cause for rejection of the Proposal shall be at the City's sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent.
2. It is the Respondent's responsibility to ensure that the proposal is received by the City prior to the hour and dated noted in this RFP. Any submittals received after that hour and date shall be returned unopened.
3. The selected Respondent shall comply with any and all Local, Federal and State laws applicable to the services. All proposals submitted to the City in response to this Request for Proposal shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.
4. The City reserves the right to accept, reject, modify or cancel in whole or in part, this Request for Proposal. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and

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technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

5. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.
6. The selected Consultant will be required to execute a City of Hidden Hills Professional Services Agreement. A sample Agreement showing the typical requirements and content is attached for your information.

ATTACHMENTS

- **Professional Services Agreement**
- **Conceptual Plan – 2 sheets**