CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
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REQUEST FOR PROPOSALS

BURBANK CHANNEL BIKEWAY PROJECT
PROJECT APPROVAL & ENVIRONMENTAL DOCUMENTATION (PA&ED) AND PLANS, SPECIFICATIONS AND ESTIMATES (PS&E)

Proposals Due:

August 15, 2013

5 P.M.

CITY OF BURBANK

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Request for Proposals for
Burbank Channel Bikeway Project
Project Approval & Environmental Documentation (PA & ED) and Plans, Specifications & Estimates (PS&E)

I. PROJECT BACKGROUND

The City of Burbank (City) requests proposals from qualified consultants (Consultant) to conduct the following services: conduct/prepare Project Approval & Environmental Documentation activities (PA&ED); prepare Plans, Specifications and Engineer's Estimates (PS&E); coordinate with regulatory agencies; coordinate with City staff in the preparation of the PA&ED and PS&E package; provide bid support services; and provide Construction Administration (CA) services for the Burbank Channel Bikeway Project (Project). The result of the PS&E submittal shall result in the City receiving E-76 approval from the State of California Department of Transportation (Caltrans) for right-of-way acquisition and construction.

A. Project Description

The Project is a 0.79 mile Class I bicycle and pedestrian path adjacent to the Burbank Western Channel (Channel) from the Downtown Burbank Metrolink Station (Metrolink Station) to Alameda Avenue, where it meets an existing path and continues to the Burbank/Glendale city limit at Victory Boulevard. The Project improves connections to the City's busiest transit hub. The entire length of the Project is being constructed on right-of-ways either controlled by the City, being acquired by the City, or through a Use Agreement with the Los Angeles County Department of Public Works (LACDPW).

B. Project Funding

The project is funded through two separate grants; a Los Angeles County Metropolitan Transportation Agency (Metro) Call for Projects grant and a State of California Proposition 84 Urban Greening grant. While the Urban Greening funds are only for components of the construction, the Metro Call for Projects grant funds a majority of the Project costs including the design. The Metro funding source is federal Congestion Management and Air Quality (CMAQ) funds, therefore all design and construction services solicited by the City must conform to Caltrans and federal guidelines for design and construction procurement. The selected firm shall be responsible for preparing the PA&ED and PS&E package, including the associated documents and exhibits in Caltrans' *Local Assistance Procedures Manual (LAPM)* to result in E-76 approval for right-of-way acquisition and construction. A detailed preliminary cost estimate breakdown of key Project components and identifying individual funding sources has been included as Attachment A.

C. Detailed Project Description

Class I bike path will utilize the banks of the Channel, a concrete-lined tributary of the Los Angeles River. Components of the Project include:

1. Widening of the existing sidewalk under the Olive Avenue Bridge, adjacent to the Metrolink Station, to accommodate a Class I bike path consistent with Caltrans Highway Design standards. This shall be accomplished by expanding the sidewalk into the existing open roadway under the bridge. Consideration must be given to the existing use of this area as a loading and unloading zone for Burbank Bus and Glendale Beeline vehicles serving the Metrolink Station.

2. At the Flower Street and Olive Avenue intersection – The bike path will end and cyclists will transition across Olive Avenue and Flower Street at a pedestrian crossing with high-visibility crosswalks and appropriate signage.

3. A Class I-compliant bike path will be installed along a short length of the east bank of the Channel adjacent to Flower Street and will provide cyclists with direct access to the abandoned railroad bridge near the Olive Avenue and Flower Street intersection.

4. Modification/retrofit of the abandoned railway bridge is needed to accommodate construction of the path over the Channel. The existing bridge should be equipped with bridge decking designed to support the weight of cyclists and their equipment. To ensure a safe transition from the east bank to the west bank, safety railing shall be installed on the existing bridge. Please refer to the Caltrans Highway Design Manual for bikeway railing standards. If the existing bridge is structurally unable to accommodate this retrofit, then a separate bridge shall be designed to transition users across the Channel. An assessment of the structural integrity of the bridge and the feasibility of re-using the bridge to accommodate the bike path shall be included in Consultant proposals. Design of a separate bridge, if required, will be included as an alternate design cost in Consultant proposals.

5. A Class I bike path will be designed along the west bank of the Channel. Both west and east banks of the Channel will also be improved with native drought tolerant landscaping consistent with the Los Angeles River Master Plan and utilizing the plant palette outlined in Attachment B. The plant palette will complement the intended use of the path and shall not interfere with bicycles or create conditions which may result in the puncturing of bicycle tires (i.e. puncture weed).

6. At Verdugo Avenue – an at-grade crossing will bring users across this local street. This shall be accomplished by installing curb ramps and high-visibility crosswalks. Additional consideration should also be given to a signalized warning system for motor-vehicles on Verdugo (flashing beacon, signage, etc.).

7. The Class I path shall continue along the west bank of the Channel. As with the previous segment, both banks of the Channel will be improved with native drought tolerant landscaping.

8. At the intersection of Lake Street and Providencia Avenue, the Channel crosses diagonally below both streets. The bike path will exit the west bank of the Channel on Lake Street just north of Providencia Avenue. The sidewalk on the north-east corner of the intersection will be widened to accommodate a Class I bike path. The pathway will then use a pedestrian crossing with high-visibility crosswalks to transition across Providencia Avenue on the east side of Lake Street. The south-east corner of the intersection will also be widened to accommodate the path, which will then transition across Lake Street on the south side of Providencia Avenue in a pedestrian crossing with high-visibility crosswalks where a final curb extension will be installed on the south-west corner of the intersection to transition the path to the east bank of the Channel. A conceptual diagram of this intersection is included in Attachment C.

9. The Class I path shall continue along the east bank of the Channel. As with previous segments, both banks of the Channel will be improved with native drought tolerant landscaping. Through this segment, the path will be constructed over a gas line at Cedar Avenue and ramp up to meet the Elmwood Avenue pedestrian bridge at grade.

10. At Alameda Avenue, a grade separated crossing under this arterial should provide a direct connection to the existing pathway on the south side of the street. Consideration should be given to maintaining the existing Channel structure, as well as the Alameda Avenue bridge abutments.

Further details of these project components are illustrated in Attachment C.

II. <u>SCOPE OF WORK</u>

A. Project Description

The Consultant’s overall responsibility and scope of work is to prepare PA&ED, PS&E, and supporting LAPM forms and exhibits for the PS&E package resulting in the City receiving Caltrans’ E-76 approval for right-of-way acquisition and construction for the Project and permits for construction. CA services will be provided through Project construction by Consultant.

The Consultant shall provide engineering and professional services in accordance with any and all applicable local, state, and federal guidelines and laws, organized according to a logical sequential process to support all tasks. The Consultant shall also ensure that all local, state, and federal permit standards, requirements and restrictions are translated into the final design. Within the Project limits, the Consultant shall ensure that the PS&E complies with the federal Americans with Disabilities Act (ADA) and state/local building codes.

The Consultant shall prepare a final PS&E package for all segments for the proposed 0.79 mile bike path.

The Consultant shall ensure that all plans and specifications comply, as appropriate, with the latest edition of Caltrans *Highway Design Manual*, Caltrans *Standard Specifications and Standard Special Provisions*, the *Standard Specifications for Public Works Construction (Green Book, 2006)*, Manual of Uniform Traffic Control Devices (MUTCD), and City ordinances, standards, and other requirements. Proposed changes to the roadway cross sections or roadway intersections shall conform to applicable Caltrans and City design standards. In the event that any conflict arises between the local standard specifications and the local assistance procedures contained in the LAPM, the Consultant shall apply the local assistance procedures. Any standard specifications of the City's Engineering Division shall be incorporated by the Consultant as special provisions.

Structural design elements shall include the requirements of relevant agencies that include the LACPWD, and the U.S. Army Corps of Engineers.

As part of the final design effort, the Consultant must also ensure that mitigation measures presented as commitments in environmental documents (Natural Environment Study, Minimal Impacts, and Biological Assessment) from the preliminary engineering phase, including any conditions and restrictions, are incorporated into appropriate contract documents and PS&E.

It has been determined that the Project will not affect any federal or state protected species or critical habitat that would require a permit, although nesting birds may be impacted if construction activity is conducted during the breeding season. Further, the Project will not require the dredge or fill of any waters or wetlands of the United States or State of California that would require a permit. However, a Notice of Intent (NOI) is required to be submitted to the State Water Quality Control Board to comply with applicable National Pollutant Discharge Elimination System requirements. The Consultant shall prepare the NOI for the City to submit to the State Water Quality Control Board.

B. Project Task List

The proposal shall include a detailed Scope of Work with tasks and subtasks incorporating the items described below:

<u>Task 1: Project Management</u>

The City shall be the lead agency for the Project, and the designated City Project Manager will coordinate project management through the Planning and Transportation Division of the Community Development Department. However, because this Project will require multi-jurisdictional cooperation with other agencies, the Consultant shall show a demonstrated ability to interface and coordinate with multiple agencies. Other agencies will provide necessary input on project design including:

- City staff
- Burbank Water and Power (BWP) staff
- Southern California Regional Rail Authority (SCRRA)
- Metro

- LACPWD
- U.S. Army Corps of Engineers
- Union Pacific Railroad (UPRR)
- Caltrans
- State of California Public Utilities Commission (CPUC)

The Consultant shall be expected to interface both locally with City staff and other affected agencies as necessary, as well as participating in discussions and presentations with the wider design team at periodic project milestones. In order to ensure a timely progression of the project from inception to final deliverable, the following activities should be anticipated once the Notice to Proceed (NTP) is authorized and as the Project progresses:

1) Project Kick-off Meeting

The Consultant shall schedule and conduct a Project kick-off meeting within three (3) weeks of NTP to discuss Project details, establish goals, review the Project schedule and coordinate efforts. City staff will work in conjunction with the Consultant to develop a list of key stakeholders that will make up the Project Development Team (PDT) prior to the Project kick-off meeting. Once the stakeholders are identified, the Consultant shall contact all members of the PDT to coordinate the scheduled meeting date, location, and time. A meeting notice, agenda, and meeting minutes (noting all action items) shall be prepared by the Consultant for the kick-off meeting.

Deliverables: Meeting agenda and meeting notes with action item list - one (1) electronic file (Adobe PDF) copy and one (1) hardcopy for each of the meeting attendees.

2) PDT Meetings

The Consultant shall coordinate and attend monthly PDT meetings with City staff and stakeholder representatives and at interim periodic Project milestones, as necessary. Meeting agendas for the planned meeting and summaries/notes from the previous meetings shall be prepared by the Consultant at each meeting and distributed to the Project Manager and other attendees. An action item list and a status of project deliverables shall be updated on an ongoing basis (monthly) and be made available for each PDT meeting.

Deliverables: Proposed meeting schedule, meeting agendas and meeting notes with action item list for each monthly PDT Meeting and each periodic milestone meeting – one (1) electronic file (Adobe PDF) copy and one (1) hardcopy for each meeting attendee, for each meeting for the Project duration.

3) Project Schedule

The Consultant shall, within four (4) weeks of NTP, provide a detailed project baseline schedule (Project Schedule), indicating milestones, major activities, and deliverables, to the City for review and comments. The Consultant shall update the Project Schedule as required and include with each PDT meeting package and monthly progress report.

Deliverables: One (1) hardcopy and one (1) electronic file (Adobe PDF) copy of each month's updated Project Schedule for the Project duration.

4) Monthly Progress Reports

The Consultant shall prepare brief monthly progress reports (Progress Reports) to record ongoing progress on the Project and to support invoices submitted to the City for payment. Reports shall include an explanation of tasks accomplished for the month, deliverables finished/submitted, anticipated tasks/progress for the next month, pending issues and schedule completion target dates (updated Project schedule).

Deliverables: One (1) hardcopy and one (1) electronic file (Adobe PDF) copy of each month's Progress Report including a monthly, updated Project schedule for the Project duration.

5) Cost Accounting

The Consultant shall submit monthly invoices that indicate: 1) the total contract amount, 2) all costs incurred for specific tasks performed for the period (actual and percentage), 3) costs incurred to date (actual and percentage), and 4) estimates percentage of completion for each task. Invoices shall include the Purchase Order (PO), Project, and invoice numbers on a form provided by the City (or in a format acceptable to the City). Charges for each of the individual tasks shall be listed separately, including reimbursable expenses.

Deliverables: One (1) hardcopy and one (1) electronic file (Adobe PDF) copy of each month's invoice.

6) Quality Assurance / Quality Control

The Consultant shall plan for and ensure Quality Assurance and Quality Control (QA/QC) during the entire Project. The Consultant shall also ensure that all design calculations, deliverables, and other works are independently verified to ensure accuracy. Exhibits and plans should be checked, corrected, and back-checked for accuracy and completeness.

Deliverables: One (1) hardcopy and one (1) electronic file (Adobe PDF) copy of final QA/QC Plan.

7) Submittal of Project Deliverables and Formats

The Project deliverables shall be submitted for review by the City, Metro, the County of Los Angeles, Metrolink, UPRR, regulatory agencies, utility companies, and all other agencies having jurisdiction. All work products shall be delivered in file or data formats compatible with City systems. The City shall be copied on all correspondence. Submittal milestones for each bid package shall be as described below:

- Environmental Documentation & related studies
- 30% Preliminary Drawings & Cost Estimate
- 60% Plans, Specifications, & Estimates, and copies of all studies and calculations
- 90% Plans, Specifications, & Estimates, and copies of all studies and calculations
- 100% Plans, Specifications, & Estimates, and copies of all studies and calculations
- Right-of-Way documentation & engineering
- Bid-ready Plans, Specifications, & Estimates
- Permits for Construction
- Resident Engineer's file
- Record Drawings

Initial submittals shall include all preliminary information needed by the City plan-check staff to accept a package for review. Refer to the City submittal requirements, available on the City website or at the City Public Works front counter. Underlying data should be provided in ESRI shapefile format, and/or AutoCAD (latest version) format geo-referenced to appropriate projection and datum to allow import into a GIS system.

Initial submittals of plans shall be hard (paper) copies. Final submittals shall incorporate all responses to all stakeholders' agency comments. Electronic files shall be provided for the 60 percent, 90 percent design, and 100 percent design submittals in Adobe PDF format. The 100 percent submittal shall also include the original AutoCAD files, geo-referenced to allow import into a GIS system. The City's preferred data projection and datum is State Plane, North American Datum 1983 (NAD83), California Zone 5. Electrostatic plots are not acceptable. Electronic files of all documents shall also be made available on a dedicated FTP site created for this Project and provided for by Consultant, as well as on a CD or DVD. Electronic files for reports and summaries shall be submitted in their original format, i.e., Microsoft Word/Excel and in Adobe PDF formats.

PS&E submittals shall conform to the requirements of the agency to which the packages are being submitted. Paper copies shall be submitted until the plans are approved. Right-of-way documentation submittal shall include survey information, an overall right-of-way map, preliminary title reports, plats and legal descriptions, deeds, easement documents, and "Right-of-Entry" forms. Final bid-ready plans shall be submitted on four (4) mil-thick 24" x 36" Mylar sheets with permanent images, and in electronic file (AutoCAD) format, in accordance with City standards, or standards of the agency having jurisdiction.

All final surveys, studies, calculations, designs, reports, maps, legal descriptions, plans, specifications, and estimates shall include all original documents with seals and wet-signed signatures by registered professional land surveyors, engineers, or architects licensed in the State of California.

All data, information, documents, calculations, reports, plans, specifications, quantity take-offs, estimates, or any other item collected or prepared in either hard copy or electronic format as part of the design of this Project are the property of the City. The Consultant shall submit all these items to the City at the completion of the Project. All original documents and electronic files shall become the sole property of the City, and may be used by the City and/or its assignees without written permission from or additional compensation to the Consultant.

Task 2: Data Collection and Analysis

1) Review of Existing Plans, Studies, and Other Relevant Documentation

The Consultant, with the assistance of the City, shall assemble all available information and reports pertaining to the Project including utility information, aerial maps, survey and right-of-way data, geotechnical reports, traffic analysis, structural analysis reports, environmental and biological studies, and any additional pertinent information for the Project to develop preliminary engineering.

The Consultant shall provide a list of all other reports, plans, studies, documents and information that are needed for the design of the Project. The City will provide copies of all records that are available at the City. For all other records needed for the design of the projects, the Consultant shall be responsible to research existing reports, obtain, and review all pertinent Project-related data needed to prepare a complete PS&E package.

Deliverables: Document list (matrix) of pertinent information required for the Project – one (1) hard-copy and one (1) electronic file copy in original file format.

2) Field Surveys

The Consultant shall review existing utility and improvement plans and conduct a visual field survey to review and record existing conditions in the Project study area to identify any unusual or special conditions that may affect the Project design or construction. This shall include inventory of existing facilities, including but not limited to roadways, existing railroad track configurations, irrigation and flood control facilities, utilities, drainage, location and configuration of existing railroad spurs, and existing land use including general land parcel information along the project corridor including City-owned, County-owned, Metro-owned, and private land parcels in the Project area. In 2011, the LACPWD completed the Lake-Alameda Greenway (Phase I of the Project); with assistance from the City, the Consultant shall obtain final design documents for this first Phase. The Consultant shall design the Project in a manner that is compatible with the Phase I portion of the Project. The Consultant shall observe and note structures affected by the bike path including the Alameda Avenue Bridge, the Elmwood Avenue Pedestrian Bridge, gas line at Cedar Avenue, Lake Street-Providencia Avenue Bridge, abandoned rail bridge, flood control channel plans, and other structures as required.

<u>Deliverables:</u> Documentation of pertinent information including photographs, mapping, schematics, field notes, as-built plans, and other required information.

<u>Task 3: Topographic and Boundary Surveys</u>

The Consultant shall conduct topographic and boundary surveys for all properties within the Project area (Survey Area) shown on Attachment D. The boundary survey shall establish ties to the proposed bike path right-of-way and nearest established survey boundary markers and shall include the elevations, the locations of all rights-of-way, utility and other easements, and other encumbrances, and building locations and setbacks from all property lines. The topographic survey shall to identify and map the contours of the ground and existing features on the surface of the earth or slightly above or below the earth's surface (i.e. trees, buildings, streets, walkways, manholes, utility poles, retaining walls, etc.).

It should be noted that prevailing wages will apply for certain professional services such as land surveying (flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils, or foundation investigations, environmental hazardous materials and so forth per the requirements of California State Prevailing Wage.

1) All boundary line data shall include all distance, bearing, delta, and other necessary information for all properties within the Survey Area.

2) General building outlines and locations shall be depicted with building setbacks by bearing and distance from each major corner.

3) Properties which abut the proposed bikeway shall be properly identified, showing distance to the nearest known datum point along the right-of-way.

4) Surveys shall be plotted using AutoCad (latest version) and provided in a '.dxf' file format readable by the City's Public Works Department's (PWD) AutoCad system. Boundary lines, grade elevations, rights of way, easements, contours, and building locations shall be in separate layers.

5) Surveys shall be completed in accordance with all requirements of the Los Angeles County Registrar-Recorder/County Clerk's Office, and suitable for recording.

<u>Deliverables:</u> One (1) original copy of the survey plan sheets stamped and wet-signed by a professional surveyor licensed and registered to practice in the State of California, on Mylar at a scale of 1"=20'; one (1) electronic file (Adobe PDF) copy of the stamped survey plan sheets and one (1) electronic file copy in original file format shall also be provided.

<u>Task 4: Right-of-Way Survey/Engineering</u>

In order to acquire all necessary property and easements needed for the bike path, including license agreements with LACPWD for use of their flood control right-of-ways and right-of-way certifications with Caltrans, the Consultant shall obtain all existing property ownership information needed to complete the design of this Project and complete right-of-way and easement acquisition documentation needed to construct the bikeway. The Consultant shall obtain copies of Title Reports and other pertinent data, and coordinate with staff from public agencies and property owners in preparation of final right-of-way documentation. The final documentation shall identify all affected parcels and their owners and describe additional right-of-way or easements necessary to construct the proposed improvements. Specific tasks include:

1) The Consultant shall coordinate with LACPWD to finalize the easement or license agreements required to encroach, construct, and maintain the Project in the Channel right-of-way.

2) The Consultant shall prepare legal descriptions and plats of all right-of-way acquisitions or easements needed for completion of the proposed improvements.

3) The Consultant shall appraise all properties where additional right-of-way or easements are required to construct the proposed bikeway.

4) The Consultant shall negotiate with property owners to obtain additional right-of-way, easements, or "Right-of-Entry" agreements to construct the proposed improvements.

5) The Consultant shall process and record all agreements, deeds, easements, "Rights-of-Entry", and other property-related documentation.

6) The Consultant shall coordinate with the City, Metro and the County of Los Angeles to establish a uniform operation and maintenance program for the bike path.

7) The Consultant shall also be responsible for the timely preparation and submittal of all required Caltrans forms and obtaining written authorization from Caltrans (E-76) to proceed with the right-of-way acquisition phase to secure any necessary right-of-ways for the bikeway.

<u>Deliverables:</u> Survey field notes, right-of-way requirements map, legal descriptions and plat maps for all acquisitions and necessary easements, right-of entry agreements, calculation sheets, research records, a record-of-survey, and all necessary exhibits to complete an authorization to proceed into ROW phase (E-76).

One (1) original copy of the plots of the maps sheets and parcel plats as required, on Mylar at a scale of 1"=20'; one (1) electronic file (Adobe PDF) copy and one (1) electronic file copy in original file format shall also be provided.

<u>Task 5: Utility/Other Agency Investigation and Coordination</u>

The Consultant shall coordinate with all potentially affected utility companies within the Project limits to ensure that all existing facilities, both underground and overhead, are identified accurately during the final design phase. The Consultant shall coordinate efforts with these resource agencies, to the extent needed, to prepare the PS&E package. The Consultant shall review the preliminary utility survey and plans completed during the preliminary engineering phase for the Project to verify that all affected utilities including, but not limited to water, electric, gas, communication, storm drain, and sewer utilities have been identified within the Project limits.

The Consultant shall address any utility conflicts by modifying the design of the improvements or designing any required utility relocations, if the relocation is not covered by a franchise agreement. The design for any utility relocation shall conform to the standards of the utility owner. If utility relocations are necessary for the Project, the Consultant shall also be responsible for timely support of the City's preparation and submittal of all required Caltrans forms and obtaining written authorization from Caltrans (E-76) to proceed with utility relocations.

Research should include both a field review/field work and review of available as-built drawings and encroachment permits for the Project area. The results of this review shall be a final database of utility records indicating type of utility, owner, drawing number, and other relevant information. Consultant shall also prepare a final base utilities map of the Project area showing locations of all existing utilities.

1) Utility Coordination: Develop a preliminary utility database and base map indicating any major utilities including national-trunk fiber-optic telecommunications, oil lines, and (reclaimed) water lines. The Consultant shall coordinate with all of the affected utility companies and governmental agencies to obtain precise horizontal and vertical locations of their existing facilities. Said information shall be clearly shown and noted on the plans and taken into consideration for the final design for the bikeway. The Consultant shall keep accurate records of all correspondence with affected utility companies and governmental agency representatives.

2) Utility Location / Depth Verification: In order to significantly reduce the risk of loss of property, damage, and injury associated with contacting or cutting underground utilities, the Consultant shall perform utility excavations (methodologies include potholing or Electronic Depth Verification), to confirm that the location and depth of affected utilities are correctly identified for final design and to avoid conflicts during construction. Dig Alert shall also be contacted to mark utility alignment in the field prior to any subsurface activity.

   The Consultant shall identify all critical utilities (if any) that should be potholed or verified via Electronic Depth Verification (conductive / inductive locating). Potholing work shall be conducted by the Consultant, or coordinated through a licensed sub-consultant whose area of specialty is potholing utilities. In certain cases however, specific utility companies have noted that potholing of fiber optic lines will be conducted in-house; including but not limited to Sprint Communications (Sprint) and Qwest Communications (Qwest). Subsequently, the Consultant shall work with the City's Project Manager and individual utility owner(s) to identify which utility companies will conduct their own potholing activities.

   The Consultant shall determine the precise horizontal and vertical location of each utility that is potholed. This list of required potholes and the schedule to commence work shall be coordinated with the individual utility owner(s) and also shall be approved in advance by the City's Project Manager. The Consultant shall notify the City at least 48 hours prior to potholing utilities. Immediately after determining the precise location and depth of the utility, potholes shall be backfilled with non-shrink grout or an alternate material acceptable to the City's Public Works Department.

3) The Consultant shall coordinate with City and other public and private service providers in regards to traffic control and staging of construction and other field work. The Consultant shall also coordinate and cooperate with the City, BWP, and all affected utility companies for their design of utility and fiber relocations and possible undergrounding of overhead utilities. The Consultant shall incorporate design and approval timelines needed by utilities to ensure Project milestones are met.

The Consultant or sub-consultant shall provide all required traffic control measures during excavation work in accordance with the latest edition of the Manual of Uniform Traffic Control Devices.

The Consultant shall submit eight (8) copies of a report listing all of the information obtained during potholing of existing utilities. The pothole information shall be shown on a map in plan and profile views. The report shall list the impact on the current 30% design and later design phases for the bikeway and recommended any necessary changes to the design if necessary. The Consultant shall indicate all utility work on the plans and in the specifications. The Consultant shall also provide copies of the plans in digital format if requested by the utilities.

Deliverables: *Updated, Final Utility Database and Base Map, eight (8) hard copies; if appropriate, a completed request for authorization to proceed (E-76) with utility relocations; one (1) electronic file (Adobe PDF) copy, and one (1) electronic file copy in original file format shall also be provided.*

Task 6: Technical Studies

As part of the design review of the Project, a number of studies may be required by Caltrans, Metro, and/or LACPWD. Staff believes that due to the Project's location adjacent to the Channel, the structural components of the Project, and the grubbing and earth disturbance associated with the project that the following studies are likely to be required. As this list of studies is based on assumptions by staff, proposals shall include these studies in the proposed scope and shall be separated out in the Cost Proposal and subject to revision as part of preliminary review by Caltrans, Metro, and/or LACPWD.

Geotechnical Investigation:

The Consultant shall ensure that all geotechnical conditions within the Project limits that may affect final design and construction are identified and addressed in the design of the Project. Consultant shall contract with a qualified Geotechnical Engineer to prepare a Geotechnical Investigation Report providing recommendations for the design of structural foundations, bridges, and retaining walls associated with the Project. The Geotechnical Investigation Report shall provide foundation design parameters, bearing capacity, anticipated settlements, backfill requirements, trenching recommendations, compaction requirements, subgrade preparation, and treatment recommendations for wet, unsuitable, and/or saturated conditions and a percolation test. It shall also provide the depths and estimated quantity of needed over-excavation, and any necessary bedding and shoring design.

1) The Consultant shall perform soil sampling and studies as part of geotechnical field study to obtain detailed information required for design of the Project.

   The Consultant shall obtain the number of necessary borings in the project area, located appropriately to provide sufficient information to support cost-effective solutions for the design of the proposed improvements. The proposed boring locations (and quantity) shall be identified in the proposal. Coordination and approval from the City shall be required prior to commencement of the work.

   It is the Consultant's responsibility to determine the locations of all soils tests and borings. The City will review the locations for concurrence. The Consultant shall notify the City at least 48 hours prior to boring operations. Immediately after obtaining soil samples, boring holes shall be backfilled with non-shrink grout or an alternate material acceptable to the City's Public Works Department.

2) The Consultant shall provide all required traffic control measures during geotechnical field work in accordance with the latest edition of the Manual of Uniform Traffic Control Devices and in accordance to City regulations and ordinances.

3) The Consultant shall obtain all required permits and utility mark-outs at least 48 hours prior to commencement of any geotechnical field work, including a no-fee City encroachment permit.

4) The Consultant shall verify existing moisture content, material classification, expansion potential, corrosion potential, sand equivalency, and water level at depths adequate for the design of the proposed improvements.

   Consultant shall perform R-value tests at a depth representative of the final subgrade, and provide pavement-section design calculations.

   Consultant shall perform soil strength analysis and provide cost-effective recommendations for grading, subgrade preparation, allowable soil bearing pressures, and equivalent hydrostatic pressures, for use in the design of the proposed improvements, including structures and shoring.

   Consultant shall prepare and submit a Geotechnical Investigation Report containing project description, table of existing soil profile at all boring locations (identifying thickness and material types for pavement, base, soil, and rock), recommendations for bedding and backfill of pipeline trenches, test results, traffic indices (City will provide Traffic Index), proposed structural sections, proposed subgrade preparation for unsuitable or saturated material (estimated depths, quantities of over excavation, and treatment procedures), other reasonable and cost-effective recommendations, boring logs and location maps (showing depths of borings, horizontal distances from known points to boring locations, and geotechnical analyses).

5) Consultation: The Consultant shall be available to clarify geotechnical information and answer questions during design, bidding, and construction phases for the Project.

   Deliverables: *Final Geotechnical Investigation Report – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy.*

Hydraulic Analysis:

There are several areas within the Project limits that may be affected by storm runoff. The Consultant shall prepare necessary hydrology analyses to identify hydrologic considerations that may affect final design. The Consultant shall analyze existing and proposed drainage systems (catch basins) for their ability to accommodate future design flows, including proposed improvements.

A Hydraulics / Hydrology Study shall be prepared summarizing the findings and proposed drainage improvements. In addition, the Consultant shall identify potential storm water quality impacts and develop options to avoid, reduce, or minimize the potential for storm water quality impacts. The Consultant shall incorporate into its design Standard Urban Stormwater Mitigation Plan (SUSMP), which shall include sufficient storm water controls and identify project-specific measures to mitigate any identified impacts. Drainage areas and total disturbed area shall be defined, as will climatic conditions, existing drainage conditions, site permeability, soil texture, existing vegetation (if any), and groundwater.

Deliverables: Final Hydraulics / Hydrology Study – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy. Final SUSMP – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy.

Natural Environment Study:

The Consultant shall prepare a Natural Environment Study (NES) of the Project area. The NES shall be conducted in accordance with the Caltrans Standard Environmental Reference (SER) guidance.

The NES shall describe the existing biological environment and how the project alternatives affect that environment. The NES should summarize technical documents (e.g., focused species studies, wetland assessments, biological assessments, etc.) related to effects on biological resources in the Biological Study Area (BSA) for use in the environmental document.

Deliverables: Final Natural Environment Study – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy.

Biological Assessment:

The Consultant shall prepare a Biological Assessment (BA) of the Project area. The BA shall include review of relevant data and a site reconnaissance to identify the potential for occurrence of any listed or special status species within the Project area. These activities may include but are not necessarily limited to:

1) A literature review of relevant documentation including review of other Caltrans Natural Environmental Studies/Minimal Impact and Biological Assessment reports for projects within the vicinity.

2) A review of any relevant information including but not limited to the California Department of Fish and Game's California Natural Diversity Database and the California Native Plant Society's Inventory of Rare and Native plants.

3) A vegetation mapping and biological survey of the Project area including a pedestrian survey allowing for 100-percent visual coverage.

The BA shall include a description of the environmental setting and identify any occurrences of plant or animal species on site, particularly any species federally listed, proposed, or watch listed. Should an occurrence of a federally listed species be found within the Project area; the BA shall include any proposed mitigation(s) to minimize the impacts to the identified species.

Deliverables: *Final Biological Assessment – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy.*

Phase I Environmental Site Assessment (ESA):

The Consultant shall conduct or contract with a qualified Environmental Engineer to provide a Phase I ESA of the Project area, consistent with Federal standards and to the satisfaction of Caltrans environmental review. The ESA may include, but is not necessarily limited to, the following components:

1) Perform a records review to obtain and review records that will help identify recognized environmental conditions in connection with the property.

2) Perform an onsite reconnaissance of the property to obtain information indicating the likelihood of identifying recognized environmental conditions in connection with the property.

3) Perform interviews – including but not limited to owners, occupants, property managers, and governmental officials to obtain information indicating recognized environmental conditions in connection with the property.

4) Prepare and present evaluations and reports to the City. Evaluations and reports are to include findings, opinions, conclusions, components, and recommendations.

5) The identification of recognized environmental conditions constituted by the presence or likely presence of any hazardous substances on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any dangerous, hazardous, or toxic substances into structures on the property or into the soil, groundwater, or surface water of the property. This may include screening for asbestos materials, lead-based paint, radon, etc., depending upon the age and/or materials of the property.

6) Provide expert witness services relating to Phase I Environmental Site Assessments.

7) Provide recommendations as to whether a Phase II Environmental Site Assessment should be performed.

Deliverables: *Final Phase I Environmental Site Assessment – Eight (8) hard copies and one (1) electronic file (Adobe PDF) copy.*

Task 7: 30% Submittal (PA&ED)

1) Conceptual Design, Layout, and Cross Section: Based upon the project description and alignment identified in the Metro Call for Projects, Consultant will prepare a five percent conceptual design for the bike path alignment and cross section. Preliminary bikeway cross sections for various segments of the Project (including on-street sections) will be designed. Basic geometric treatments will be identified for all relevant street and driveway crossings. This five percent conceptual design will be used to identify any environmental impacts.

2) Environmental Documentation: Consultant shall prepare an environmental document that documents any possible environmental impacts of the project. This environmental study should satisfy requirements of both CEQA and NEPA. Categorical Exclusions and/or Statutory Exemptions may be appropriate because of the Project's status as a Class I bike path. This environmental document should be sufficient to meet Caltrans requirements to authorize future funding phases of the project. As part of the environmental process, Consultant should prepare appropriate Caltrans environmental forms and documentation to obtain an E-76 for the final design and right-of-way acquisition phases of the Project.

   Product: Environmental Document satisfying CEQA and NEPA requirements, Caltrans Documentation required to process an E-76 for Final Design, and Right of Way phases.

3) Complete Preliminary Drawings and Cost Estimate: Consultant shall prepare preliminary design (30%) drawings for the Project. Design should conform to Caltrans 1000 Highway Design Manual for Bicycle Facilities, Manual of Uniform Traffic Control Devices, and other requirements. Changes to roadway cross sections or roadway intersections should conform to applicable Caltrans and City design standards. Structural design elements shall consider requirements of relevant agencies (LACPWD). Consultant shall prepare a Project cost estimate based on these drawings and other investigations and studies, broken down by major cost elements for final design, right-of-way, construction, and construction management.

Consideration should be given to unique construction staging requirements and requirements of outside agencies.

Product: Design documents (30 percent) and cost estimate.

Task 8: 60% Submittal (PS&E)

Based on the works from the previous 30% preliminary engineering phase, and upon review and approval of the same by the City, the Consultant shall prepare and submit 60% design plans and updated cost estimates (value engineered) to produce refined estimates of probable construction costs for all segments of the proposed Project. Work shall include the necessary civil and structural modifications to all existing structures within the Project area; including modification to the railway bridge and the grade-separated crossing at Alameda Avenue. The City will provide the template for the specifications.

Existing base maps shall be developed into design drawings which shall clearly illustrate the limits of bikeway construction, type of construction, and other items necessary for the construction of the bikeway.

It is anticipated that a Caltrans Design Exception will be required because of segments in the bike path width that will not meet Caltrans standards (due to path proximity to existing trees that are to be retained). The 60% PS&E submittal shall include preparation of the Design Exception Fact Sheet (see LAPM - Exhibit 11-F).

On all federal-aid construction projects, current regulations require that steel and iron used be made in the United States. All foreign steel and iron materials are covered by the "Buy America" provision regardless of percentage of steel in the manufactured product. This information must be included in the Project Specifications, as required by the LAPM.

All required permit documents shall be completed and submitted or coordinated by this stage of the design. The Consultant shall assist the City to prepare and obtain all necessary regulatory permits required for construction, i.e., Notice of Intent for State Water Quality Control Board compliance, etc.

As part of the 60% design submittal to the City, the Consultant shall schedule a PDT meeting to present the draft 60% design to Project stakeholders for review and comments. Once the 60% design is presented at the meeting, the Consultant shall distribute a set of hard copies of the 60% design submittal to members of the PDT team (one [1] set for each agency) for further comments.

After the Consultant receives comments from the stakeholders (PDT) on the 60% design submittal (Task 8), the Consultant shall make the necessary changes to the 60% submittal and re-submit the final 60% design package to the City.

Deliverables: *The final 60% design submittal shall include outline specifications, eight (8) hard-copy sets of preliminary plans and preliminary estimate of probable construction costs; one (1)* *electronic file (Adobe PDF) copy of the stamped and signed plans and outline specifications; and one (1) electronic file copy in original file format of the probable construction costs and specifications shall also be provided.*

<u>Task 9: 90% Submittal (PS&E)</u>

Once the City receives the final 60% design submittal (Task 8), the Consultant shall schedule a meeting with the City (and PDT members to review the revisions on the final 60% design submittal package. Following this review session(s), the Consultant shall prepare the 90% design submittal.

The Project design shall essentially be complete for this submittal. All comments from the 60% submittal review shall have been addressed. The Consultant shall address all relevant items in the LAPM and adhere to all federal, state, and local requirements, regulations, guidelines, and standards for the PS&E package. Included in the submittal shall be eight (8) sets of stamped plans, three (3) copies of the signed specifications and three (3) copies of the engineer's estimate.

Testing within the specifications shall follow the City's Quality Assurance Plan (QAP). Additional quality control measures must be included to comply with federal requirements and supplement the QAP where needed. The specifications shall include a discussion of all items which might jeopardize funding for the Project.

As part of the 90% design submittal to the City, the Consultant shall schedule a PDT meeting to present the draft 90% design to Project stakeholders for review and comments. Once the 90% design is presented, the Consultant shall distribute a set of hard copies of the 90% design submittal to members of the PDT team (one [1] set for each agency) for further comments.

After the Consultant receives comments from the stakeholders (PDT) on the 90% design submittal (Task 8), the Consultant shall make the necessary changes to the 90% submittal and re-submit the final 90% design package to the City.

<u>Deliverables:</u> *The final 90% design submittal shall include eight (8) hard-copy sets of stamped plans, three (3) hard-copies of the signed specifications and three (3) hard-copies of the engineer's estimate; one (1) electronic file (Adobe PDF) copy of the stamped and signed plans, specifications, and engineer's estimate; and one (1) electronic file copy in original file format of the signed specifications and engineer's estimate shall also be provided.*

<u>Task 10: 100% Submittal (PS&E Package)</u>

Once the City receives the final 90% design submittal (Task 10), the Consultant shall schedule a meeting with the City (and PDT members to review the revisions on the final 90% design submittal package. Following this review session(s), the Consultant shall prepare the 100% PS&E Package.

The Consultant shall comply with Chapter 12 of the latest Caltrans *Local Assistance Procedures Manual (LAPM)*, including timely support of the City's preparation and submittal of all required

Caltrans forms and obtaining written authorization from Caltrans (E-76) to proceed with construction.

The Consultant shall also ensure that all design calculations, deliverables, and other works are independently verified to ensure accuracy. <u>All</u> exhibits, plans, and reports should be checked, corrected, and back-checked for accuracy and completeness.

Included in the final submittal shall be three (3) sets of full-sized plans, three (3) copies of the specifications and three (3) copies of the engineer's estimate. Additionally, two (2) copies of the required LAPM documents and exhibits for PS&E submittal to Caltrans plus one (1) electronic file copy in original file format and one (1) electronic file (Adobe PDF) copy of each document and exhibit shall be submitted.

The PS&E must be certified prior to submission to Caltrans. The Consultant shall assist the City in certifying the Project PS&E for compliance with all applicable federal and state regulations and procedures. A preliminary "PS&E Checklist" form, included as Exhibit 12-D in Chapter 12 (Plans, Specifications & Estimate) of Caltrans' *Local Assistance Procedures Manual*, which summarizes the items requiring local agency compliance and identifies critical federal requirements shall be prepared by the Consultant. With prior approval and consent from the City, the Consultant shall prepare the final project PS&E Certification Checklist, PS&E Certification Letter (Exhibit 12-C, LAPM Chapter 12), and preliminary estimate to be submitted to the Caltrans District Local Assistance Engineer (DLAE) along with a completed E-76 - "Request for Authorization" to proceed with construction. The PS&E Certification shall be signed by the design engineer responsible for the Project.

<u>Deliverables:</u> The final 100% design submittal shall one (1) hardcopy set stamped by a professional engineer licensed and registered to practice in the State of California, on Mylar, three (3) copies of the specifications and three (3) copies of the engineer's estimate. Additionally, two (2) copies of the required LAPM documents and exhibits for PS&E submittal to Caltrans; one (1) electronic file (Adobe PDF) copy of the complete plan set (stamped and signed); and one (1) electronic file copy of all plans, specifications, engineer's estimate, and LAPM documents and exhibits in original file format shall also be provided.

C. Submittal of Plans, Specifications, and Estimate (PS&E)

With prior approval and consent from the City, the Consultant shall submit the contract special provisions and the preliminary estimate with the PS&E Certification Letter and accompanying PS&E Certification Checklist to Caltrans DLAE. A full-set of plans will be also required. As soon as the Project is advertised, the Consultant shall furnish the DLAE two (2) copies of the "as advertised" plans and special provisions.

Final Submittal (Bid Set)

<u>Preparation of Construction and Bid Documents</u>

The Consultant shall prepare full construction plans, specifications, and assist the City in preparing bid documents for the Project. The plans shall be completed in accordance with Caltrans regulations; "front end" bid documents shall conform to the requirements of the City.

Bidding and Selection

While City staff will advertise the Project for construction, the Consultant shall assist the City in the advertising, bidding, and selection process.

The Consultant shall prepare all necessary addenda for the City and provide clarification to the City regarding any questions on the bid documents during the bid phase. The Consultant shall attend the Pre-Construction Meeting and other meetings with City staff, other agencies, and the public as required by the City. Consultant and sub-consultants shall be available to comment on various design and construction issues during the construction phase, including submittals, requests for information, and change order requests.

1) The Consultant shall assist the City in completing "front end" bid documents in accordance with City, and other relevant ordinances, regulations and statutes. The Consultant shall provide 25 hard-copy sets of bid documents, plans and specifications.

2) The Consultant, if requested, shall assist the City in preparing all advertising text, in accordance with the relevant statutes and regulations. The City shall be responsible for the actual advertising of the bid.

3) The Consultant, represented by all key members of the design team, shall attend one (1) pre-bid meeting with potential bidders, to answer questions regarding the plans and specifications. The Consultant shall keep a written record of each question asked, and the ultimate response by the City, the City Engineer, and/or the Consultant, for eventual distribution to the bidders.

4) The Consultant shall assist the City in evaluating the bids, selecting the Contractor, and awarding the contract. This shall include assisting in documenting the basis for any bid rejection, if at the sole discretion of the City this is considered necessary for the public interest.

<u>Deliverables:</u> *Twenty-five (25) hard-copy sets of bid documents, plans and specifications; one (1) pre-bid (pre-construction) meeting attendance, meeting minutes, meeting follow-up correspondence; documentation of bid rejection(s).*

Construction Plans

The Consultant shall prepare construction plans showing all details needed to communicate the required work to contractors. The Consultant shall include all necessary design details and ensure that all completed facilities comply with the ADA requirements, and the California and City Building Codes. The Consultant may use the Caltrans *Drafting and Plans Manual* as a guide for preparing contract plans.

<u>Prepare Construction Documents</u>

1) The Consultant shall prepare the construction plans for the bid packages required for the proposed improvements. The documents shall include construction notes to employ best practices to control dust, erosion, and sedimentation produced during construction. The plans shall indicate all items of work, City and utility company standards, details, and specifications, including but not limited to: construction staging and phasing, temporary and permanent erosion control, traffic control, clearing and grubbing, cutting and capping existing facilities, utility relocation and undergrounding, earthwork - grading, paving, slopes, curb and gutter, cross gutters, sidewalk, driveways and connections to access roads, pedestrian ramps, walkways and access ramps, bus stops and turnouts, pavement and base, asphalt berms, sanitary sewer access roads and manhole adjustments, drainage facilities, structures - bridges or culverts, retaining walls, traffic engineering - signing and striping, traffic signals, signal interconnection conduit, fencing, electrical systems and lighting, security systems, decorative hardscape, landscaping and irrigation, plumbing, and other related work required to complete the project. All items of work shall be shown both in plan view and profile view.

2) The Consultant shall prepare plans showing all details needed to communicate the required work to contractors. The Consultant shall include all necessary design details and ensure that all completed facilities comply with current ADA requirements. Retaining wall details shall be shown in separate elevation views with top of wall and top of footing elevations listed. The retaining wall details shall also include existing and proposed ground lines at front and back of wall, and a profile line to indicate any sloping backfill conditions.

3) The Consultant shall prepare plans on 24” x 36” Mylar sheets with the City title block. General plans shall be prepared at 1” = 20’ or 1”= 40’ scale with one-foot contour accuracy. Design details shall be prepared at 1” = 5’ or 1” = 10’ scale, as appropriate.

4) The Consultant shall prepare the project specifications for each of the bid packages, including, but not limited to, Bid Sheets, Engineer’s Estimate, Supplementary General Provisions, Supplementary Technical Provisions, copies of referenced standard drawings, geotechnical investigation, agency forms, and other related documents, in a format consistent with the City of Burbank boiler plate. The Supplementary General and Technical Provisions shall be written to modify the Caltrans *Standard Specifications or Standard Plans for Public Works Construction (Green Book, 2006)*, as necessary. In the event that any conflict arises between the local standard specifications and the local assistance procedures contained in the LAPM, the Consultant shall apply the local assistance procedures.

Prepare Resident Engineer's Estimates

1) The Consultant shall prepare Engineer's Estimates of construction costs, based on detailed quantity take-offs and current unit prices for federally (CMAQ) funded projects. Measurement of quantities shall be based on the methods described in the City's Standard Special Provisions, and measurements shall be documented in writing.

2) The Engineer's Estimate will be used to authorize the construction phase of the Project and shall appropriately reflect the anticipated cost of the Project in sufficient detail to provide an initial prediction of the financial obligations to be incurred by the City and Federal Highway Administration (FHWA); permitting an effective review and comparison of the bids received. The Engineer's Estimate must be prepared in a format, which describes the item of work, unit amount, quantity, unit price, amount, a subtotal, contingencies and a total.

3) These estimates shall be used to prepare the Finance Letter and the "Request for Authorization for Construction" (E-76). After bids are opened and the project has been awarded, a Detail Estimate will be prepared by the City, which will upgrade the preliminary estimate by using actual bid amounts rather than estimates. As soon as the Project is advertised, the Consultant shall furnish the DLAE with two (2) copies of the "as advertised" plans and special provisions.

4) A reasonable upward adjustment shall be applied to all bid quantities that may vary during construction to allow for any necessary design adjustments. Contingency bid items shall be included for work that may be required during construction. Contingency bid items are those items of work that may or may not be needed on the Project, due to possible conditions that may be encountered during construction.

   In addition to contingency bid items, Alternate Bid Items shall be included in the bid to provide cost-saving options and project amenities that may need to be excluded from the construction contract to keep the Project under budget.

Prepare Construction Schedule

The Consultant shall prepare a construction schedule, in order to determine the contract time to be included in the Bidders' proposals. The construction schedule shall provide estimates of all standard construction tasks, and shall include as a minimum, a task for each bid item in the cost estimate. The schedule shall also take into account lead times for long-lead equipment, such as signal poles, light poles, electric equipment, irrigation equipment, etc.

In preparing the construction schedule, the Consultant shall ensure that mitigation measures presented as commitments in the environmental documents (Natural Environment Study and Biological Assessment) are considered and incorporated into the schedule.

Prepare Resident Engineer Files

The Consultant shall prepare and submit three (3) Resident Engineer files. The files shall contain, at a minimum, the preliminary and final construction quantities, and cost estimates, one color-coded set of blueprints (blackline drawings) with the plan views and cross sections showing different colors for each item of construction, the total work quantities for each sheet shown on each sheet, and the total work quantities for all sheets shown on the first sheet. All quantities shown on the plans shall match the quantities shown on all other bid documents.

1) The Consultant shall comply with Chapter 12 of the latest Caltrans *Local Assistance Procedures Manual (LAPM)*, including timely support of the City's preparation and submittal of all required Caltrans forms and obtaining written authorization from Caltrans to proceed with construction.

2) Construction plans shall be blackline drawings at a scale of 1"=20' or 1" = 40', and shall be provided to the City on cut sheets. Plans shall include all details, cross sections, profiles, and elevations as may be required for the bikeway, street crossings and entrances, furnishings, lighting, drainage system and structures, etc.

3) Particular attention should be given to providing adequate dimensional and cross sectional details for all areas related to handicapped access, to properly document that statutory and regulatory access requirements are being met by the design.

4) Plans shall be submitted to the City's Project Manager for review and comment at the 60%, 90% and 100% completion stages, and all comments shall be incorporated into the final contract documents.

   Construction plans shall be accompanied by detailed written specifications for each bid item. The basis for the specifications for the proposed design shall be Caltrans' *Standard Specifications and Standard Special Provisions* or the *Standard Specifications for Public Works Construction (Green Book, 2006).* In the event that any conflict arises between the local standard specifications and the local assistance procedures contained in the LAPM, the Consultant shall apply the local assistance procedures. Any standard specifications of the City, Engineering Division shall be incorporated by the Consultant as special provisions.

Note: *The Consultant shall prepare an itemized construction cost estimate utilizing prevailing prices and based upon items established by Caltrans in their Unit Price Index.*

Deliverables: *Final bid documents including one (1) original Mylar and twenty-five (25) copies of stamped and signed drawings, twenty-five (25) bound copies and one (1) camera-ready copy of Contract Specifications with a stamped and signed cover. One (1) electronic file (Adobe PDF) copy of the final bid documents (stamped and signed) and one (1) electronic file copy in original file format shall also be provided. The Consultant shall also revise the LAPM exhibits and documents, as needed and as required by Caltrans.*

Transportation Management Plan (TMP)

A Transportation Management Plan (TMP) is required for all federal-aid construction projects. The TMP needs to include a Temporary Traffic Control (TTC) Plan that addresses traffic safety and control in the work zone. It consists of strategies to manage the work zone impacts of a Project. The TMP scope, content, and degree of detail may vary based upon the local agency's work zone policy, and an understanding of the expected work zone impacts of the Project.

The Consultant shall develop the TMP in sustained consultation with stakeholders (e.g., other transportation agencies, railroad agencies/operators, transit providers, freight movers, utility suppliers, police, fire, emergency medical services, school, business communities, and regional transportation management centers).

Temporary Traffic Control (TTC) Plan

The Temporary Traffic Control (TTC) Plan shall describe the measures to be used to facilitate road users through a work zone, an incident area, or other event that temporarily disrupts normal road user flow.

The TTC Plan shall be consistent with the provisions under Part 6 of *the California Manual on Uniform Traffic Control Device* (MUTCD) and with the work zone hardware recommendations in Chapter 9 "Traffic Barriers, Traffic Control Devices and Other Safety Features for Work Zone" (2002 Edition) of the *AASHTO Roadside Design Guide*.

In developing and implementing the TTC Plan, the pre-existing roadside safety hardware shall be maintained at an equivalent or better level than what existed, prior to Project implementation. The scope of TTC Plan shall be determined by the Project characteristics and the traffic safety and control requirements identified by the City for the Project. The TTC Plan shall be either referenced to specific TTC elements in the MUTCD, approved standard TTC Plans, the *California State Transportation TTC Manual*, or to be designed specifically for the Project.

<u>Deliverables:</u> *The Plans, Specifications and Estimates (PS&E's) shall include either a TMP or provisions for contractors to develop a TMP at the most appropriate project phase that shall be applicable to the City's chosen contracting methodology for the project.*

Construction Administration Services

The Consultant shall provide assistance during construction on the content of the contract plans and specifications, review of submittals and shop drawings submitted by the Contractor, performance of periodic and final inspections, approve progress payments and lien releases submitted by the Contractor, and certification that the Contractor has completed the Project in conformance with the Project plans and specifications. Consultant shall be responsible for responding to requests for information (RFI). Consultant shall attend weekly construction meetings.

Testimony During Litigation

Upon request by the City, the Consultant shall be available to provide expert testimony during litigation, arbitration, mediation, or other form of dispute resolution, involving the Contractor, subcontractors, or any other party during or after the completion of construction. Work shall include all necessary meetings, research, or other work necessary to prepare for testimony.

Post-Construction Services

Providing as-built / record drawings after construction has been completed to identify any changes on final design drawings is an important component of the PS&E. To ensure that all management records reflect the as-built conditions, the Consultant shall verify that proper constructions methods were followed during construction and that all construction services were performed in adherence to the construction documents. The Consultant shall update critical systems (GIS, AutoCAD data, etc.) to reflect accurate system data.

As part of a post-construction verification survey the following services shall be included (but not limited to):

- Clearance Analysis
- Height Measurements
- Loading Analysis

Deliverables: *Final set of record drawings, five (5) hard-copies, and one (1) electronic file (Adobe PDF) copy (stamped and signed) and one (1) electronic file copy in original file format shall also be provided.*

D. Project Schedule

The City of Burbank has established a tentative **12-month** schedule to complete the work described above. As part of the response to this RFP, the Consultant shall propose a realistic, justifiable schedule to complete the above work in a reliable and cost-effective manner.

III. PROPOSAL REQUIREMENTS

A. General Requirements

It is in the interest of both the City and Consultant that proposers submit documents which are well-structured and can be evaluated easily. The following proposal requirements offer guidance regarding preparation of proposals having these characteristics:

B. Proposal Contents

Proposals submitted in response to this RFP shall be in the following order and shall include:

1) Table of Contents

2) Executive Summary

Include a 1-2 page overview of the entire proposal describing the most important elements of the proposal.

3) Identification of the Proposer and Establishment of Proposer's Fiscal Responsibility

Please provide the following information:

a) Legal name and address of proposer's company.
b) Total number of years the proposer's company has been in business.
c) Legal form of company (partnership, corporation, joint venture, etc.) and years in business. Include documentation of all members or partners in the company structure. If a corporation, certify the company's good standing with the Secretary of State.
d) If company is a wholly-owned subsidiary of a parent company, provide the legal name and form of the parent company.
e) Addresses of offices that will work on the Project.
f) If Disadvantaged Business Enterprise (DBE) or Underutilized Disadvantaged Business Enterprise (UDBE) certified, identify certifying agency, as well as gender and ethnicity.
g) Name, title, address, e-mail address, and telephone number of the person to contact concerning the proposal.
h) State whether the proposer has filed for bankruptcy in the last ten years and provide any other relevant information showing that the proposer is financially capable of completing the Project.
i) Include all license numbers for licenses relevant to or required for the Project, the names of the holders of these licenses, and the names of the agencies issuing the licenses.

4) Experience and Technical Competence

Please describe experience in completing studies for similar projects that provide evidence of experience in completing the tasks outlined in this project scope of work. List at least three successfully completed projects of similar nature. For each project, provide the name of the company and project manager, contact information for the project manager, type of work performed, and approximate dollar value of the contracts. A project currently being performed may be submitted.

5) Proposed Method to Accomplish the Work

Describe the proposed management and technical approach to the Project and how each of these factors shall be addressed in the Project effort. Provide a proposed Project schedule with Project milestones. Include a discussion of proposed lines of communication between the Project team and the proposer's consultant team.

6) Knowledge and Understanding of Stakeholders, Local Environment, and Relevant Laws

Describe relevant experience working with relevant project stakeholders including SCRRA, Union Pacific, Metro, PUC, and other local agencies in developing a multi-jurisdictional project. Describe familiarity with local, regional, and state agencies' policies and regulations, the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), geotechnical documentation requirements, geotechnical conditions in the Project area, local building codes, and other design criteria. Describe experience and knowledge of applicable state and federal laws. Demonstrate familiarity with Caltrans *Local Assistance Procedures Manual,* Standard Environmental Reference standards, and knowledge of State and Federal project development process, especially for projects that will seek federal funds.

7) Project Organization and Key Personnel

a) Describe proposed project organization, including identification and responsibilities of key personnel. Indicate role and responsibility of prime consultants and any sub-consultants, including DBE and UDBE sub-consultants. If applicable, indicate how local firms are being utilized to ensure a strong understanding of state and local laws, ordinances, regulations, policies, and requirements. Indicate the extent of the commitment of key personnel for the duration of the Project and furnish resumes of key personnel. Provide an indication of the staffing level for the Project. RFP responses shall be evaluated through consideration of the entire project team, therefore, no changes in the team composition shall be allowed without prior written approval of the City. Sub-consultant letters of commitment are required.

b) Describe the experience of the proposer's project team in detail, including the team's project manager, and other key staff members, on similar grade separation study projects. For each project, include the client's name and contact information.

8) Disadvantaged Business Enterprise (DBE) Requirements

This project utilizes federal funds and is therefore subject to DBE requirements. The Proposer shall be familiar with DBE requirements as defined in 49 CFR, Part 26, and shall be required to submit DBE information as required under this regulation. Please refer to Attachments G, H, K, L, and O of the RFP. Project contracts shall include applicable DBE clauses as required by 49 CFR Part 26.

The City has established a DBE goal of seven (7) percent for this Project. More information about the City's DBE goals is included as Attachment L.

9) Previous Contracts with City

The proposer shall submit a list of any project contract awards or amendments awarded by the City to the proposer in the last three years. The list shall include a short description of the project, brief summary of the project scope of work, award date, completion date, City project manager, and contract value.

10) Exceptions to this Request for Proposals

The proposer shall identify whether it takes exception to this RFP, including but not limited to the City's *Agreement for Engineering Services* (Attachment E). If the proposer does take exception to any portion of the RFP or contract, the specific portion to which the exception is taken must be identified and explained. Any exception not noted in the Project proposal shall be considered a waiver of any objection. Any exception noted shall be considered in the evaluation process.

11) Addenda to this Request for Proposals

If any addenda to this proposal are issued by the City of Burbank, proposer shall confirm receipt of any addenda received.

12) Statement of Impartiality

The nature of this Project requires an impartial, unbiased approach on the part of the consultant team. Therefore, this proposal shall include a statement declaring that the consultants and sub-consultants are not currently, and will not, during the performance of these services, participate in any other similar work involving a third party with interest currently in conflict or likely to be in conflict with the City's interest on this Project. In addition, the Consultant shall be required to certify that no member or employee of the consultant firm, or any sub-consultant, is an officer, director, or employee of the City.

13) Detailed Cost Estimate

The Consultant shall provide an estimate of the total direct and indirect costs to complete all tasks identified in the scope of work. A detailed cost breakdown shall be provided identifying: 1) the number of staff hours and hourly rates for each professional and administrative staff person who will be committed to this Project, including fringe and overhead costs, 2) a description and estimate of all other direct costs, such as materials, reproduction, and reimbursable costs, and 3) an estimate of sub-consultant services if needed.

Cost estimates must be submitted in a separate, sealed envelope, and no information on costs shall be included in the contents of the response to the RFP. The detailed cost estimate for a consultant selected for contract negotiations will be unsealed following the proposal evaluation process.

The Client shall pay for Consultant services on a lump sum, not-to-exceed fixed-price basis, including salary, fringe benefits, overhead, profit, and all other expenses incurred by the Consultant. No payment for expenses or labor shall be paid by the Client unless it is related to a service, which is referred to in the Scope of Work. The fixed fee is <u>not adjustable</u> during the life of the contract unless there is a significant change in the scope of the work; in which case the fee may only be renegotiated

through a contract amendment via an approved change order (CO) through the City's Project Manager. Mark-ups for reimbursable expenses are not permitted.

IV. PROPOSAL SUBMITTAL

A. One (1) original and five (5) copies of the proposal shall be submitted, having been signed by the individual or company official with the power to bind the company in its proposal. Emails or facsimile submittals will not be accepted. Due to the unnecessary paper and plastic waste generated by a typical RFP response, SUBMITTALS SHALL BE PRINTED ON PLAIN 8.5" x 11" WHITE PAPER AND SHOULD BE BOUND, IF NECESSARY IN SIMPLE PLASTIC BINDING OR STAPLED. Folded 11" x 17" sheets for any maps or diagrams are permitted. Proposals, including fee proposals (fee proposals to be sent in a separate, sealed envelope), shall be submitted to:

Ross Young
Real Estate and Project Manager
City of Burbank
Community Development Department
275 East Olive Avenue
PO Box 6459
Burbank, CA 91510-6459
(for US Postal Mail and UPS mailings)

or

Ross Young
Real Estate and Project Manager
City of Burbank
Community Development Department
150 North Third Street
Community Services Building, 2nd Floor
Burbank, CA 91502
(for Federal Express/overnight service, or in-person delivery)

B. Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package:

1. Name of proposer
2. Project title
3. One original, detailed cost estimate shall be submitted in a separate, sealed envelope. The name of the proposer, the project title, and "Cost Proposal" shall be clearly written on the sealed envelope.

C. Failure to comply with the requirements of the RFP may result in disqualification. The City is not responsible for finding, correcting, or seeking correction of any errors or ambiguities in proposals. Errors and ambiguities may result in a proposal receiving a lower score during the evaluation process. The City reserves the right to disqualify a proposal with mathematical errors, gross clerical errors, inconsistencies, or missing information which prevents the proposal from being fully evaluated. The City may, at its discretion, seek clarification from a proposer regarding information contained in a proposal. Any errors or ambiguities contained in proposals shall be interpreted in favor of the City.

D. Proposals or modifications to proposals received after the due date specified above shall not be considered.

ALL PROPOSALS MUST BE RECEIVED BY 5:00PM, AUGUST 15, 2013

V. ADDITIONAL CONSULTANT REQUIREMENTS

Please see Section 9 of Attachment E – City's Agreement for Engineering Services for additional consultant requirements. Although this information is not required for the Project submittal, the selected consultant must provide the requested information upon selection. Additionally, the commencement of work for the selected consultant would be expedited if the information is provided in conjunction with the initial submittal.

VI. PRE-SUBMITTAL ACTIVITIES

All questions relating to this RFP must be received in writing via email only, no later than 5 p.m. on August 1, 2013. Questions may be addressed to:

Ross Young
Real Estate and Project Manager
City of Burbank Community Development Department
Email: ryoung@ci.burbank.ca.us

A web page has been created to disseminate information regarding this RFP. The address is:

http://www.burbankca.gov/south-channel-bikeway

Responses to all questions received concerning the RFP will be posted on the web page listed above on an ongoing basis. All responses and all timely questions received concerning this RFP will be posted at least three days prior to the proposal due date. It is the responsibility of the RFP responders to check the Project web page for questions and responses related to this RFP.

The City reserves the right to revise the RFP prior to the date that proposals are due. Revisions to the RFP shall be posted on the RFP web page (listed above) at least one full business day prior to the deadline for proposals. It is the responsibility of any responder to the RFP to check this web page for any revisions to the RFP.

VII. <u>EVALUATION CRITERIA</u>

Federal law requires selection of A&E contract services on the basis of demonstrated competence, and professional qualifications. Cost may not be included as criteria for rating such consultants. Negotiations shall begin with the most qualified consultant. Should negotiations result in not a price the local agency considers to be fair and reasonable, negotiations shall be formally terminated and the local agency shall then undertake negotiations with the second most qualified consultant.

If the negotiations with the second most qualified firm are not successful, negotiations shall be formally terminated and the local agency shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the local agency (*California Government Code*, Chapter 10, Sections 4525 through 4529.5).

The City will establish a consultant evaluation committee for this Project which will include representatives from the City and may potentially include members from participating agencies. Based upon the proposals submitted, the evaluation committee may establish a short-list of qualified firms for the Project and make final selection from this list. The City may, at its discretion, make final consultant selection upon evaluation of the written proposals without creating a short-list or other pre-selection activity. The committee may or may not interview candidates for this RFP. Based upon appropriate evaluation factors, the committee will rank the qualified finalists.

Submitted RFP responses shall be evaluated for the ability to respond the Project scope based on the following general criteria:

A. Project Experience with Similar Kinds of Work (30 points)

   Qualified consultants shall have combined experience in designing bike path facilities as well as more generalized bridge and underpass design experience due to the required new and modified bridge structures that must accommodate the bike path. Other consideration shall be given to firms with experience coordinating with multiple jurisdictions and have familiarity with requirements of LACPDW, Metro, and Caltrans. Submittals should detail prior work experience with references as described in the Proposal Requirements of this RFP.

B. Project Understanding, Proposed Methodology and Approach to Scope of Work (30 points)

   Qualified consultants must demonstrate the ability to carry out the Project by meeting all of the proposal requirements outlined in the Project Scope of Required Services. Clear and detailed proposals should show a good understanding of the project and should describe a clear approach to meeting each of the Project requirements. Proposal shall also demonstrate a willingness to comply with standard contract requirements for federal projects.

C. Staff Qualifications (30 points)

Qualified consultants shall demonstrate appropriate qualifications to perform the required work outlined in the Scope of Services. Project staff qualifications include a combination of experience, education, and background in management, transportation, civil, and/or industrial engineering, and organizational development. Specific qualifications shall include experience with the design of bike paths and other transportation facilities.

D. Other Criteria (10 points)

Qualified consultants shall demonstrate abilities in additional areas including capability of developing innovative or advanced techniques, familiarity with state and federal procedures, financial responsibility, and demonstrated technical ability.

Consultant contracts will not be awarded to Consultants without adequate financial management and accounting systems as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

The protest procedures and dispute resolutions process will comply with 49 CFR 18.36 (b)(12).

VIII. SCHEDULE FOR NOMINATION, SELECTION, AND AWARD

The City anticipates that the consultant selection process will occur over a three-month period, with RFP advertising and response occurring over a six-week period, and RFP selection, approval, and contract negotiations and approvals occurring over an additional six-week period. Consultants must make themselves available on September 3, 2013 between 1:00 p.m. and 5:00 p.m., in the event that they are invited for an interview. A tentative schedule is as follows:

Advertise and Issue RFP:	July 11, 2013
Questions Due:	August 1, 2013
Responses from City:	August 8, 2013
Proposal Due:	**August 15, 2013**
Interviews with Finalists	September 3, 2013
Selection and Intent to Award/ Notify Consultants:	September 9, 2013
Contract Approval/ Issue Notice-to-Proceed (NTP):	September 24, 2013

IX. SPECIAL CONDITIONS

1. The information provided shall be used to evaluate the qualifications of each proposing organization. Material submitted in response to this RFP becomes a part of the Project record and thus may be subject to public review.

2. The City reserves the right to reject any and all proposals submitted, and is not liable for any pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by any responder to this RFP in preparing the proposal, submitting the proposal to the City, negotiating with the City on any matter related to the proposal, or

any other expenses incurred (if any) prior to the date of award of any agreement. The City shall not, in any event, be liable for any pre-contractual expenses incurred by a responder to this RFP.

3. City staff will review all proposals received.

4. Any subsequent changes in the RFP from the date of issuance to the date of submittal shall result in an addendum by the City.

X. ATTACHMENTS TO THIS RFP

A. Preliminary Project Cost Estimates and Funding Breakdown
B. South Channel Bikeway Phase I Plant Palette
C. Bike Path Feasibility and Planning Study Burbank-Western Channel
D. Project Map and Survey Area
E. City of Burbank Draft Engineering Services Agreement
F. LAPM Exhibit 10-F: Certification of Consultant, Commission & Fees
G. LAPM Exhibit 10-I: Notice To Proposer Disadvantaged Business Enterprise Information
H. LAPM Exhibit 10-J: Standard Contract Provisions for Subconsultant/DBE Participation
I. LAPM Exhibit 10-K: Consultant Certification of Costs and Financial Management System
J. LAPM Exhibit 10-O1: Consultant Proposal DBE Commitment
K. LAPM Exhibit 10-O2: Consultant Contract DBE Information
L. LAPM Exhibit 10-P: Non-lobbying Certification For Federal-Aid Contracts
M. LAPM Exhibit 10-Q: Disclosure of Lobbying Activities