



REQUEST FOR PROPOSALS Curb Ramp and Pedestrian Circulation Design

The City of Sausalito seeks proposals from qualified firms for preparation of bid documents for the construction of curb ramps and sidewalk improvements 1) along the Bridgeway and Ensign St. property frontage of 1000 Bridgeway and 2) at the northwesterly corner of the Bridgeway and Turney St. intersection as generally described below. Improvements shall be designed to comply with the Americans with Disabilities Act, the California Building Code for accessibility and other relevant and appropriate codes or guidelines applicable.

- 1) Bridgeway and Ensign St, improvements shall including but not be limited to:
 - i) New curb ramp for pedestrians crossing Bridgeway to the westerly corner of the Bridgeway and Caledonia St. intersection,
 - ii) New curb ramp for pedestrians crossing Ensign to the southeasterly corner of the Bridgeway and Ensign St. intersection,
 - iii) Coordination with property owner and businesses owners of 1000 Bridgeway to provide accessible access to the existing building's entrances,
 - iv) Coordination with the property owner and businesses owners of 1000 Bridgeway to maintain to the maximum extent practical the entitlements for outdoor seating and furniture per the City of Sausalito Planning Commission Resolution No. 2000-25,
 - v) A 2015 topographic survey along the affected right of way is available in AutoCAD.
- 2) Northwesterly corner of the Bridgeway and Turney St. intersection, improvements shall include but not be limited to:
 - i) New curb ramp for pedestrians crossing Bridgeway and Turney St.,
 - ii) Coordination with the property owner and business owners of 1301 Bridgeway to create an accessible entrance to the business located in the building's southeasterly corner while maintaining access to, and display space, as may be practical, for the adjacent business in the same building.
 - iii) Topographic survey is not available at this location.

ANTICIPATED SCHEDULE

RFP Issued: May 18, 2016

Proposal Due Date: June 3, 2016

Work Authorized (Tentative): July 1, 2016

Work Completed (Tentative): September 1, 2016

PLEASE submit all questions regarding this request for proposals in writing to:

Andrew Davidson
adavidson@ci.sausalito.ca.us
415-289-4180

SCOPE OF SERVICES

The Scope of Services includes the following components

- Preparation of Plans, Specifications and Estimate (PS&E), for the construction of improvements in the public right of way, and to the extent required on private property, as generally described above.
- Coordination with property and business owners of affected adjacent properties.

FORM OF PROPOSAL

Proposals shall be no more than 10 pages excluding résumés, and shall include the information below in the order listed:

- Cover Letter summarizing the proposed team and approach (2 pages maximum). The cover letter must be signed by the person authorized to negotiate a contract for proposed services with the City.
- Firm and Team Qualifications. Provide a description and qualifications of the firm related to the desired work, and an organization chart for the Project.
- For the Project Manager and each of the other key team members, provide a summary of qualifications, licenses, and experience, and describe the type of work to be performed. For the proposed Project Manager and team, present at least three projects that have been completed in the past five years that are similar in scope, size, and complexity to the described Project.
- For each project described, provide the name, telephone number, and email address of a reference that can attest to the quality and effectiveness of the Project Manager and key team members' work.
- Project Approach. Describe the methodology and work plan that the selected firm will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high quality work product that will meet budget and schedule expectations.

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- Project Schedule. Provide a proposed schedule for all services necessary to complete the Project, including all tasks shown in the proposed work plan, and milestones. Show the interdependency of the tasks.
- Résumés shall be limited to 3 pages max per team member.
- Under separate cover provide a cost proposal for the above described work. Under the City of Sausalito's Purchasing Policy, Professional Services means any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, planner, consultant or those services such as computer services and other services which require special performance criteria, specific experience, training, personal judgment, quality of work or factors other than simply obtaining the service at the lowest cost to the City. The cost proposal shall include, but not be limited to the anticipated hours of the design team and associated rates to produce the required documents. Please include a separate amount for bid and construction services (review of submittals, Request for Information).

- **PROPOSAL SUBMITTAL**

Provide three (3) copies of the proposal no later than 4 p.m. on the closing date listed above. Proposals shall be addressed to:

Andrew Davidson
Senior Engineer
City of Sausalito
420 Litho Street
Sausalito, CA 94965-1933

In addition to hard copy submissions, proposals may be transmitted digitally if under five (5) MB in size by sending them to adavidson@ci.sausalito.ca.us. Emailed proposals must be received no later than 4:00 p.m. on the response dated listed above.

The City reserves the sole right to reject any and all proposals and to waive any informality in the selection of professional services.

All proposals, whether selected or rejected, shall become the property of the City of Sausalito. The cost of proposal preparation shall be that of the preparer and shall not be paid by the City of Sausalito.

Proposals shall be signed by an authorized employee in order to receive consideration. The City of Sausalito will not be responsible for proposals delivered to a person or location other than that specified herein.

SELECTION PROCESS AND AWARD CRITERIA

The City of Sausalito will evaluate all proposals submitted. Depending upon the quality of and consistency between proposals, interviews may be held. In the event interviews are desired, the City will notify the selected prospective candidates to arrange meeting times and dates.

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The City of Sausalito will exercise its discretion in selecting a firm and, depending on the contract value, may be asked by the City Council to negotiate a contract in accordance with the City's selection process. The following criteria will be considered:

- Responsiveness to this RFP
- Firm, Project Manager, and key team members' experience and qualifications with similar projects
- Evidence of the Consultant's understanding of the Project, and ability to prepare a well-written document
- Soundness of approach to meeting the Project needs
- Understanding of schedule and staffing needs
- Rates and fees

The City of Sausalito reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best serves the community's interest.

The City of Sausalito reserves the right to reject any and all proposals, to waiver minor irregularities in proposals, or to negotiate minor deviations with the successful firm.

A sample agreement is attached that includes terms regarding conflict of interest, insurance, indemnification and assignment. The team selected to perform the work will be required to comply with these terms.

Thank you for your consideration.

Sincerely,
City of Sausalito

Andrew Davidson
Senior Engineer
adavidson@ci.sausalito.ca.us.

Attachments:

- I. Sample Agreement
- II. Aerial Image
- III. Topographic Survey, Bridgeway and Ensign St.
- IV. Planning Commission Resolution 2005-25