



CITY OF La Habra Heights

REQUEST FOR PROPOSALS NO. 18-02 FOR UPDATE OF PAVEMENT MANAGEMENT PLAN

**CITY OF LA HABRA HEIGHTS
Jarad Hildenbrand
City Manager
1245 N. Hacienda Road
La Habra Heights, CA 90631**

RFP DATES:

Submittal Deadline: Thursday, October 4, 2018 at 5:00 p.m.
Projected Award Date: Tuesday, November 13, 2018



City of La Habra Heights

Public Works Department

Phone: (562) 694-6302

FAX: (562) 694-4410

NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that the City of La Habra Heights will receive proposals from qualified firms for professional engineering services for a Pavement Management Program (PMP) Update. Each proposal must be submitted in a sealed envelope and clearly marked as follows.

RFP# 18-02, Pavement Management Program

Failure to identify the proposal on the envelope may result in disqualification of the proposal.

Sealed proposals must be submitted to the City of La Habra Heights, 1245 N Hacienda Road, La Habra Heights, CA 90631. **Proposals will be accepted until 5:00 p.m. PST on Thursday, October 4, 2018.**

Proposals will not be opened at that time, but will be submitted to the City Manager for verification and compliance with specifications and subsequent presentation to the Roads Advisory Committee. The Roads Advisory Committee will then make recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Proposals received after the deadline will be considered late. Faxed or emailed proposals will not be accepted.

Please direct any inquiries regarding this RFP to Jarad Hildenbrand, City Manager at Jhildenbrand@lhhcity.org.



**CITY OF LA HABRA HEIGHTS
REQUEST FOR PROPOSALS
FOR
PAVEMENT MANAGEMENT PROGRAM
UPDATE**

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CITY OF LA HABRA HEIGHTS REQUEST FOR PROPOSALS PAVEMENT MANAGEMENT PROGRAM UPDATE

1. INTRODUCTION AND INSTRUCTIONS TO PROPOSERS

1.1 Introduction

The City of La Habra Heights (City) invites qualified firms to submit written proposals for professional engineering services for a Pavement Management Program Update. Should an award be made, the selected Proposer (or Consultant as referred to in this RFP) will enter into a professional services agreement with the City to provide these services.

1.2 Proposed Time Schedule

Interviews (if required):	TBD
Tentative Roads Advisory Committee Presentation:	Monday, October 22, 2018
Tentative City Council Award:	Tuesday, November 13, 2018

1.3 Instructions to Proposers and Procedures for Submittal

Three (3) printed copies and one (1) electronic version on USB flash drive (or equivalent) of the proposal must be submitted in a sealed envelope or box bearing the name of the Proposer, marked "RFP# 18-02, Pavement Management Program" and submitted to the following address:

SEALED PROPOSAL FOR
PAVEMENT MANAGEMENT PROGRAM UPDATE
City of La Habra Heights
Attn: Jarad Hildenbrand, City Manager
1245 North Hacienda Road
La Habra Heights, CA 90631

Proposers are solely responsible for ensuring their submitted proposal is received by the City in accordance with the solicitation requirements before the Submittal Deadline, and at the place specified. Postmarks will not be accepted in lieu of actual delivery. No oral, telegraphic, electronic mail, facsimile or telephonic proposals or modifications will be considered. Late proposals will not be accepted. All proposals shall become the property of the City.

2. PROPOSAL RESPONSE REQUIREMENTS

It is imperative that Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow

accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP.

Proposals shall be submitted on standard 8.5" by 11" paper in hard-covered binders. Pages should be numbered and identified sequentially by section. Response items should include:

2.1 Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and summary statement of professional qualifications.

2.1.1 Company Data

Please submit the following company information:

- Official name and address
- Name, address, and telephone number of the Proposer's primary point of contact
- Indicate what type of entity (corporation, company, joint venture, etc.)
- Number of years Proposer has been in business under the present business name
- Number of years of experience the Proposer has had in providing required, equivalent, or related services
- Any failures or refusals to complete a contract with explanation

2.2 Organizational Chart

Proposer shall include an organizational chart that reflects titles of key staff and management contacts of each individual assigned to provide services under Proposal. Sub-contracted work to individuals/firms should be included.

After agreement execution, the Consultant should not substitute key personnel (project manager and others listed by name in the cost proposal) or sub-Consultants without prior written approval from the City. The Consultant must request and justify the need for the substitution. The proposed substituted person must be as qualified as the original, and at the same or lower cost.

2.3 Resumes and Qualifications of Personnel

The Proposer shall furnish a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to the project. In its assessment of the proposal, City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services.

Suggested Resume Format:

- Name
- Position

- Education
- Degrees earned and certifications, school and year of completion. Exclude company courses or information that is not relevant to the person's functional job duties.
- Summary of Experience
- In chronological order, most recent date first, summarize experience as it relates to the scope of work required for this RFP.
- Professional Memberships/Registrations
- If sub-Contractors are to be used as part of this proposal, a resume of the sub-Contractor and relevant experience is to be included in the same format.

2.4 References

Proposer must provide three (3) references for which Proposer has provided similar services in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description of services provided.

2.5 Compensation/Payment Schedule

Proposer is required to submit hourly rates for all personnel required to perform the services described in this RFP. Proposer must state if the proposed rate is guaranteed for the term of an agreement (if awarded) or if it is subject to adjustments. If subject to adjustments, Proposer must state the frequency of adjustments and how adjustments are determined.

3. PROPOSAL EVALUATION AND SELECTION

The City Manager and/or his designee(s) will evaluate proposals received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest priced proposal, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer.

Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

4. SCOPE OF SERVICES

4.1 City Information

The City of La Habra Heights is a small, unique community located approximately 25 miles east of Los Angeles on the border of Orange and Los Angeles counties. It is surrounded by Hacienda Heights and Rowland Heights to the north, canyons to the east, La Habra to the south and Whittier to the south and west. The City has a total land area of 3,968 acres (6.2 square miles).

4.2 Pavement Management Program

Introduction

Within the La Habra Heights pavement management network there are approximately 4,806,950 SF of Asphalt Concrete (AC) paving, which is broken down into 222 pavement sections totaling 42.1 miles. The City's pavement network is broken down into five (5) zones with 7.0 center miles of arterial/collector roads and 35.1 center miles of local residential roads.

Background

The City developed its first PMP in 1989 with the use of a DOS-based database software program; in 2008, the City implemented the Army Corps of Engineers software, MicroPAVER, to manage the street network. This system is essential to the City in that it assists Public Works staff in capturing funding for its arterial street system as well as cost-effectively manages the local network through proactive maintenance and scheduling. In 2008, the City incorporated a unique Pavement Management – GIS layer that assisted the City in spatially analyzing pavement conditions and other attribute information that resides in the MicroPAVER pavement database.

The PMP efforts in 2015 consisted of analyzing the City's 2011 dataset for quality and usability. Bucknam Infrastructure Group surveyed all city-owned and maintained streets to assist the City in meeting requirements to receive local funding assistance from Metro, Caltrans and the Federal Highway Administration (FHWA). The City is required to prepare a PMP every three (3) years.

The latest PMP performed by Bucknam Infrastructure Group was completed in 2015. It is available upon request. Since the preparation of the 2015 PMP, the City has not completed a significant street rehabilitation project, however, the FY 2017-18 Street Improvement Project is currently under construction, and the results of this project should be incorporated into the 2018 PMP update. The FY 2018-19 Street Improvement Project is currently in the design stage.

It should be noted that the City Council and Road Advisory Committee have established a goal of achieving a Citywide weighted PCI of 75 in five (5) years.

Objectives

The City is seeking the services of a Consultant to review the existing PMP and the system data in order to accomplish the following objectives:

- A. Determine the present performance status of the entire roadway network (segment by segment);
- B. Identify the feasible rehabilitation alternatives per street segment and associated costs;
- C. Identify and determine a ten-year preventative maintenance program for the roadway network with respect to the City's budget forecast;
- D. Prepare a five-year rehabilitation program to achieve and maintain a weighted PCI of 75;
- E. Forecast future pavement performance for each street segment.

4.3 Scope of Work

The Scope of Work shall include, but not limited to the following tasks:

Task 1 - Meet with City staff to review schedule, budget, project documents, project goals, format of deliverables and clarify responsibility of each party.

Task 2 - Review all maintenance and rehabilitation activities conducted by the City since the last PMP and incorporate into new assessment. Including results from the FY 2017-18 Street Improvement Project.

Task 3 - Perform a Pavement Condition Survey of the entire roadway network.

Document the methodology for performing the Pavement Condition Survey, including quality control procedures, to be included in the Final Report. The City is requiring that the survey be conducted only by having the evaluator walk each and every street. Neither a driving “windshield survey” nor any type of vehicle machine evaluation/survey will be acceptable. It is preferred to have one evaluator/rater conduct the entire survey. Enter Pavement Condition Survey data in PMP software and determine present status of roadway network; present status of network should be performed for the entire network, among varying functional classifications, and among varying PMP evaluation criteria.

Task 4 - Identify and determine a preventative maintenance program and rehabilitation strategy. Identify the type of maintenance, rehabilitation, or replacement treatment required for each street segment and the estimated cost for performing these treatments. Analyze each street segment with a cost-benefit analysis of alternative treatments.

Task 5 - Work with City staff to determine existing annual funding expenditures for street maintenance/rehabilitation and current available funding sources. Establish the unit prices to be used for cost estimates and work with City staff to identify and prepare a street maintenance/rehabilitation history of recent roadway system capital improvements.

Task 6 - Perform an analysis of various street maintenance/rehabilitation based on the City's current budget projections. In June 2018, property owners approved Street Maintenance Assessment District No. 7 (District 7). District 7 is a 10-year assessment that will be placed on property tax rolls beginning in FY 2018-19. In FY 2018-19, it is estimated that District 7 will generate approximately \$394,000 in revenue. This is in addition to the City's minimum annual contribution of \$500,000. The FY 2018-19 proposed budget is as follows:

Street Repair/Maintenance	\$531,740
Drainage Repair/Maintenance	\$100,000
Total Repair/Maintenance	\$631,740
Plans, Specifications and Engineering (10%)	\$ 63,174
Construction Management and Inspection (15%)	\$ 94,761
Contingency (15%)	\$ 94,761
Pavement Management Program Update	\$ 10,000
Overhead Total	\$262,696
Total Annual Repair/Maintenance + Overhead	\$894,436

Budget analysis should be performed for the entire network and among varying functional classifications due to varying requirements of available funding sources. Analysis of budget scenarios shall include a discussion regarding the effect on street maintenance/rehabilitation unfunded backlog.

Utilizing the budget as stated above, the PMP update should recommend a repair program to achieve the City's goal of a weighted PCI of 75 in five (5) years.

Task 7 - Prepare a 10-year projected Pavement Rehabilitation Program that may be included within the City's annual Capital Improvement Plan. The 10-year program shall document the street segments to be improved each year, the type of rehabilitation strategy recommended, and the associated costs in such a way as to ensure maximum performance of the street network while staying within the annual budget forecast. The program shall consider the various funding sources available and their respective expenditure restrictions.

Task 8 - Prepare a Final PMP Report based on the data and analyses performed throughout the study. The report shall include, without limitation, the methods, findings, and recommendations of the Consultant, which shall be presented in a single comprehensive document which should include findings generated as part of other tasks described herein. Upon City approval to finalize the Final Report, ten (10) bound copies of the Final Report shall be furnished to the City as well as an electronic copy. The maps and data files shall be prepared for the City to seamlessly be uploaded to the City's existing database. The City also shall receive electronic copies of supporting data and analysis utilized in compiling the report.

Task 9 – Attend three (3) public meetings to present the report to the Roads Advisory Committee and City Council.

Task 10 – Provide 12 months of as-needed support services to maintain and update the PMP database as streets are maintained or rehabilitated.

The City is interested in having the project completed in three (3) months from the Notice to Proceed.

4.4 Work to be Performed or Provided by the City

1. Distribute public information;
2. Prepare and execute Agreements;
3. Administer Consultant agreement;
4. Upon contract award, City will provide copies of available records;
5. Act as a liaison with the appropriate decision making bodies.

4.5 Project Progress

Progress Review Meetings shall be held at intervals deemed appropriate by the City. At or before each of these meetings, the Consultant shall furnish two (2) copies of all completed or partially completed, plans, specifications and estimates which have been developed or altered since the last Progress Review Meeting.

Progress Reports shall be submitted at monthly intervals, indicating progress achieved during the reporting period in relation to the progress scheduled. The Consultant shall provide the City with two (2) copies of the Progress Report at least four (4) working days before the Monthly

Progress Meeting.

4.6 Compensation

The method of payment shall be primarily at Specified Rates of Compensation but may include Cost per Unit of Work. The proposal should include hourly rates for personnel required to perform the services described in this RFP.

Other direct costs intended to be charged to the City need to be stated. No mark-ups will be allowed for other direct costs.

4.6.1 Invoicing

Invoices are to be submitted monthly. The invoices shall reference the project title, and list charges by task, worker classification, hours, billing rate, and totals. Each invoice shall contain a progress report describing the work completed during the billing period.

4.7 Insurance Requirements

The Consultant, at the Consultant's own cost and expense, shall procure and maintain, for the duration of the contract the required evidence of insurance coverage as set forth in the City's Professional Services Agreement.

4.8 Indemnification.

CONSULTANT shall agree with the indemnification requirements as set forth in the City's Professional Services Agreement.

5. General Conditions

ADDENDUMS. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will endeavor to notify the known holders of this RFP. The addendums will be posted on the City website for any interested parties to review. Proposal should include a notation that the Proposer is aware of issued addendums and has incorporated provisions into proposal.

ADDITIONAL INFORMATION. The City reserves the right, to request additional information or clarifications from Proposers where it may serve the City's best interest.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.

AUTHORIZED SIGNATURES. Proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work.

AWARD OF PROPOSAL. City reserves the right to negotiate final terms with the selected Proposer, if any. Award may be made to the Proposer offering the most advantageous proposal after consideration of Evaluation Criteria.

COMPLIANCE WITH LAWS. Proposal shall comply with current federal, state, and other laws

relative thereto.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation at any time.

COSTS. The City is not liable for any costs incurred by Proposers before entering into a formal agreement. Costs of developing the proposals, or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City. No reimbursable cost may be incurred in anticipation of award.

IRREGULARITIES. City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.

NON-DISCRIMINATION. Proposer represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition.

PROPRIETARY INFORMATION. Proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary. All information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within their bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public. In the event that a demand for disclosure of information designated as "confidential and/or proprietary" by a bidder is made, the City will notify the bidder in writing of such demand and shall furnish a copy of the City's written response to the requestor. Bidder may then pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information.

NOTICE TO PROCEED. A formal Notice to Proceed (NTP) will be issued to begin work.

PUBLIC RECORD. Proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.

RFP PART OF AGREEMENT. Should an agreement be awarded, this RFP, Scope of Services and all conditions will become part of the agreement between the City and the successful Proposer.

SUBCONTRACTOR INFORMATION. If the proposal includes the use of subcontractors, Proposer must identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services.

VALIDITY. Proposal must be valid for a period of 90 days from the due date.