

REQUEST FOR PROPOSALS: Brockway Road Trail Project

December 19, 2008

DUE DATE: February 10, 2009

TIME: 3:00 PM

INQUIRES:

Direct questions or clarifications on Request for Proposal documents to Becky Bucar, Assistant Engineer at (530) 582-2932 or bbucar@townoftruckee.com.

MODIFICATIONS:

Any modifications of this RFP will be provided to the consultants that have contacted Becky Bucar to be added to the updated email distribution list.



Truckee Trails Foundation
P.O. Box 1751
Truckee, Ca 96160
Tel: 530-587-8214
www.truckeetrails.org



Town of Truckee
Engineering Division
10183 Truckee Airport Road
Truckee, CA 96161
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REQUEST FOR PROPOSALS

A. INTRODUCTION

In partnership with the Truckee Trails Foundation, the Town of Truckee Engineering Division is soliciting sealed proposals from qualified firms to perform and oversee all necessary preliminary engineering designs and environmental baseline studies for the Brockway Road Trail project.

When completed, the Brockway Road Trail project will feature approximately ½ mile of Class 1 (paved) bikeway and recreation trail (including up to 500 feet +/- of elevated boardwalk if necessary), connecting two existing Class 1 trail segments which currently terminate at the Truckee River Regional Park (Brockway Road/Estates Drive intersection) and at The Rock (approximately 250 feet northwest of the Brockway Road roundabout). The trail will traverse lands owned by the Tahoe-Truckee Airport District (specifically the Ponderosa Golf Course Property) and the Truckee-Donner Public Utilities District, each of which is currently operated by the Truckee-Donner Recreation and Parks Department pursuant to applicable agreements and easements. Please see the attached Exhibit 1, prepared by the Truckee Trails Foundation (TTF), including the project study area and two conceptual alternative trail alignments.

The initial work requested herein will include a wetland delineation, biological and cultural resources inventories, alternatives analysis/preferred route selection, preliminary engineering designs, and preliminary costs estimates. Depending on funding availability, the trail may be built in two phases. The first phase would connect The Rock trail segment to Reynolds Way along the Ponderosa Golf Course frontage. The second phase would connect Reynolds Way to the Regional Park trail segment at Estates Drive.

Potential future work not covered in this Request for Proposals would include final design and engineering plans, preparation of the public review draft and final environmental documents, final construction cost estimates, all necessary permits and approvals. (Actual construction of the Brockway Trail will be undertaken separately by the Town, either directly and/or by contract, following completion of the work described herein.)

B. SCOPE OF WORK

Consultant shall be responsible for all of the work described below:

1. Complete baseline environmental studies for the project study area (as depicted in Exhibit 1) including wetland delineations as well as biological, cultural, and historic resources inventories.
2. Use the results of the baseline studies together with available mapping provided by the Town (2006 aerial photos and 2-foot contours) and site visits as needed to specify two (2) layout alternatives for the project. Exhibit 1, attached, shows two conceptual alignments that the Town and TTF have investigated to date.
3. Prepare a base map showing property lines, existing infrastructure and roadways, drainage features, wetland/floodplain boundaries, and the two (2) layout alternatives noted above.

4. Prepare an alternative analysis discussing the advantages and disadvantages of each alignment alternative and consultants recommendations for selection of a preferred alternative. This alternative analysis will be reviewed with Town and TTF staff to gain consensus on a preferred alignment.
5. Complete a field survey of the centerline of the selected alternative layout and prepare a preliminary (30 %) design, which shall be designed consistent with the Truckee Trails and Bikeway Master Plan design guidelines, to the maximum extent possible.
6. The preliminary design report shall contain sufficient detail to be considered a 30% design submittal and shall address appropriate American Disability Act and other design standards used, the alternatives analysis, topography, drainage system, construction methods, and areas of potential wetland, biological, historical, and cultural impacts.
7. Consultant shall participate in up to four public meetings.
8. Upon review by Town and Truckee Trails Foundation staff, consultant shall prepare up to one revision of the preliminary design report.
9. Confer regularly with the Town of Truckee Project Manager and the Truckee Trails Foundation Project Advisor.

Potential Future Tasks

There are several potential future tasks that the Town may require from the consultant. Although these tasks are not part of the scope of work for this Request for Proposals, Town would like submittals to include a statement of qualifications for the following potential future tasks:

1. Prepare or assist in the preparation of a CEQA document for the project, which is currently anticipated to be a Mitigated Negative Declaration.
2. Apply for and obtain all necessary permits and approvals from Army Corp of Engineers, Lahontan Regional Water Quality Control Board, and Town of Truckee for construction of the project.
3. Prepare a wetland mitigation and/or restoration plan/design if necessary.
4. Prepare final design plans, including coordination with public utilities, the preparation of a Final Design Report (100% Design), and final construction cost estimates.
5. Prepare legal descriptions and plat maps for the trail easements. (A Class 1 trail easement already exists along relevant portions of the Ponderosa Golf Course property.)

C. DELIVERABLES

1. Maps and Surveys. Consultant will prepare all necessary maps and surveys, which shall be provided electronically to the Town in Adobe Acrobat format and AutoCAD 2000 or GIS format.
2. Reports. The consultant/consultant team will be responsible for providing the following reports:
 - Wetland Delineation Report: Consultant shall perform field surveys within the project study area boundary depicted in Exhibit 1. If wetlands are identified, the consultant shall prepare a wetland delineation report for submittal to and review by the U.S. Army Corps of Engineers (Corps).

- Biological Assessment Report: Consultant shall conduct a field survey within the project study area boundary depicted in Exhibit 1 to identify state or federally listed sensitive plants and other species of special concern. The findings shall be presented in a report with graphics.
- Cultural Resource Inventory: A cultural resource survey shall be performed within the project study area boundary depicted in Exhibit 1. The cultural resource survey shall comply with CEQA requirements and shall identify any “historically significant” resources, and should they exist, determine whether the project would cause a “significant adverse change” in the significance of the resource.
- Preliminary Design Report: Consultant will perform preliminary engineering and cost estimates for the design of a trail with the following ideal dimensions, which may be reduced where environmental or topographical constraints exist:
 - o Ten (10) foot wide paved surface section.
 - o Two (2) foot aggregate base shoulder (one on each side).
 - o If necessary, an eight (8) foot wide elevated boardwalk across any portions of the trail that must traverse the delineated wetlands.

The design will include a map depicting all alternatives considered and the following for the preferred alignment:

- a) Centerline alignment.
- b) Plan and profile layout.
- c) Field survey of the proposed alignment.
- d) Cut and catch points.
- e) Plans shall show right-of-way and easements.
- f) Map depicting trail footprint overlain on the wetland delineation, and any significant cultural, historic, or biological resources.
- g) Preferred routes and methods for safe trail crossings at or adjacent to Estates Drive, the TDRPD rodeo parking area, wetlands and floodplains, the Ponderosa Golf Course parking lot area, and Reynold Way; for avoiding or minimizing potential interference with existing golf course maintenance and public use areas; and for preserving existing wetlands, trees, vegetation, and historic features to the maximum extent feasible.
- h) Preferred locations and methods for accessing the Brockway Trail from the opposite side of Brockway Road at Reynold Way, Estates Drive, and/or other appropriate locations.
- i) Cost estimates for construction of the Trail.

A draft preliminary design report will be prepared and, after review and comment by Town and Truckee Trails Foundation staff, a Final preliminary design report will be completed.

3. Right-of-Way Consultant will be responsible for preparing drawings and information identifying all rights-of-way necessary from completion of the project.

D. COMPLETION MILESTONES

Milestone	Completion Date
RFP to Consultants	December 2008
RFP Due Date	February 2009
Consultant Review & Selection	March 2009
Wetland Delineation Report	May 2009
Biological Assessment Report	May 2009
Cultural Resource Inventory	May 2009
Draft 30% Preliminary Design and Report	June 2009
Final 30% Preliminary Design and Report	July 2009

E. PROPOSAL FORMAT

A proposal describing the firm's qualifications must address all of the following points in the order shown below:

1. A description of the firm including the year the firm was established, type of organization of firm (partnership, corporation, etc.) and a statement of the firm's qualifications for performing requested consulting services.
2. A summary of the firm's experience with similar projects.
3. Three references of related projects, including date of project, contact person and phone number, and a brief description of the project.
 - a. At least two of the projects should include the wetland delineation and biological survey.

- b. If possible, provide related project references that have taken place in the Sierra Nevada above 4,000 ft elevation.
4. A description of how the firm standardizes design work and quality control procedures or activities to assure high level of quality in project design and project documents.
5. An organization chart describing principal staff and consultants/subcontractors proposed to design the project. A brief summary of the qualifications/experience of each team member, including length of service with their firm and resume.
6. Provide a task description of how your firm will comply with the proposed scope of work and what special services your firm would normally seek from subconsultants. Also provide discussion of potential future tasks.
7. A summary of the firm's and/or team's experience with and ability to assist the Town in the following potential future tasks:
 - a. Acquisition of environmental permits from Army Corp of Engineers and Lahontan Regional Water Quality Control Board
 - b. Development of a wetland mitigation/restoration plan/design
 - c. Preparation of or assistance with the preparation of CEQA document for the project, which is currently expected to be a Mitigated Negative Declaration.
 - d. Preparation of easement legal descriptions and plat maps.
8. A summary of how direct contract costs and surcharges for subcontracted work or outside services are billed.
9. A summary of personnel billing rates. **NOTE:** The Town of Truckee Engineering Department is requesting that personnel hours and billing rates be submitted within the proposal, but that the detailed cost estimate for the proposal be sealed in a separate envelope to be included with the proposal.

F. **SUBMITTAL**

1. Three (3) hard copies of the firm's proposal and a CD with an Adobe Acrobat version shall be received no later than the date and time shown on the cover page of this RFP at the Truckee Town Hall, Engineering Department, 10183 Truckee Airport Road, Truckee, CA 96161-3306.
2. Hard copies of the proposal should be prepared on standard 8 ½" x 11" letter size, recycled paper, printed double-sided and bound on the long side. It is Town policy to encourage the use of reusable, recycled, recyclable, and chlorine-free printed materials in the submittal of all bids, proposals, reports, and other documents prepared in connection with this solicitation. The use of expensive papers and bindings is discouraged.

3. All proposals shall be submitted in a sealed envelope, which is clearly marked with the RFP title. Cost estimates shall be submitted in a separate sealed envelope.
4. Late proposals will not be accepted.
5. All statements of qualifications, whether selected or rejected, shall become the property of the Town of Truckee.
6. Cost of preparation of the proposal will be borne by the respondent.
7. Transmittal letters for the proposals shall be signed by an authorized employee or officer in order to receive consideration.
8. All proposals shall remain firm for ninety (90) days following the closing date for the receipt of the qualification submittals.
9. The Town shall not be responsible for proposals delivered to a location other than that specified above.

G. EVALUATION CRITERIA

Proposals will be screened and rated by a selection committee that includes Town staff and Truckee Trails Foundation staff, at a minimum. Proposals will be evaluated using the following criteria (not necessarily in order of importance):

- Understanding of the work required;
- Experience with emphasis on completing work of similar scope and complexity;
- Quality and responsiveness of proposal;
- Demonstrated ability to make effective public presentations on the proposed project;
- Demonstrated ability to work effectively with staff, other public agencies, and related parties;
- Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required, including potential future tasks;
- Proposed approach in completing the work;
- References;
- Background and related experience of the specific individuals to be assigned to this project.

H. SELECTION PROCEDURE

The firms rated most highly during the screening process may be invited for interviews, and the committee will recommend the highest-ranking firm for award of a contract. The recommended firm and contract amount will be submitted to the Town Council for approval. The Town reserves the right to award a contract to the firm that possesses the qualifications that will best accomplish the designated results for a particular project. The Town reserves the right to reject any or all statements of qualification or to waive minor irregularities in said statements of qualification.

I. CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of the Town, nor any business entity in which an official of the Town has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the Town.

J. INDEMNIFICATION AND INSURANCE

1.0 Indemnification.

To the maximum extent allowed by law, consultant shall defend, indemnify and hold the Town, Truckee Trails Foundation, their officials, officers, employees, and agents free and harmless from any and all liability from loss, damage or injury to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of consultant arising out of or in connection with consultant's performance, including without limitation the payment of attorneys fees. Further, consultant shall defend at its own expense, including attorney's fees, the Town, Truckee Trails Foundation, their officials, officer, employees, and agents in any legal action based upon such acts, omissions or willful misconduct. This indemnification shall be in addition to, and notwithstanding, the requirements for provision of insurance set forth below.

2.0 Insurance.

Consultant shall obtain and shall require its sub-consultants to obtain insurance of the types and in the amounts described below and satisfactory to Town.

2.1 Commercial General Liability Insurance.

Consultant shall maintain occurrence version commercial general liability insurance of equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

2.2 Business Automobile Liability Insurance.

Consultant shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for hired vehicles. Non-owned automobiles shall be covered by the general liability policy.

2.3 Professional Liability Insurance.

Consultant shall maintain errors and omissions liability insurance with a limit of not less than \$1,000,000 each claim with a total aggregate of \$2,000,000. Such insurance shall be maintained for a minimum of three (5) years following completion of the services.

2.4 Worker's Compensation Insurance.

Consultant shall maintain worker's compensation insurance with statutory limits.

2.5 Additional Insured.

Such insurance shall name the Town, Truckee Trails Foundation, their officials, officers, employees, agents, and consultants as Insureds with respect of performance of Services. Such insured status shall contain no special limitations in the scope of its protection to the above-listed Insureds. All insurance shall be primary with respect to any insurance or self-insurance programs covering the Town, Truckee Trails Foundation, their officials, officers, employees, agents, and consultants and shall contain standard separation of Insureds provisions.

2.6 Certificates of Insurance.

Consultant shall, prior to commencement of the Services, furnish to the Town and Truckee Trails Foundation properly executed certificates of insurance, and certified copies of endorsements and policies, which shall clearly evidence all insurance required in this Section. Consultant shall not allow such insurance to be canceled, expire or be materially reduced in coverage except upon 30 days prior written notice to Town.

2.7 Term of Coverage.

Consultant shall maintain all insurance required by this RFP from the time services commence until services are completed, except as may be otherwise required by this section. Consultant shall replace any policies, certificates and endorsements for any insurance expiring prior to completion of the services.

K. **NOTICE OF TERMINATION**

TOWN may, by written notice to CONSULTANT, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONSULTANT of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. CONSULTANT shall discontinue all Services affected within seven (7) days of receipt of such notice, unless otherwise instructed by TOWN in writing. CONSULTANT may not terminate this Agreement except for cause.

L. **EXTRA WORK**

At any time during the term of the contract the Town may request that Consultant perform Extra Work. As used herein, Extra Work means any work, which is determined by Town to be necessary for the proper completion of the project, but which the parties did not reasonably anticipate would be necessary when preparing this RFP. Consultant shall not perform Extra Work until receiving written authorization from the Town's Project Manager.

M. **INQUIRIES**

Please direct all inquiries regarding this RFP to:

Becky Bucar
Assistant Engineer
Town of Truckee Engineering Division
10183 Truckee Airport Road
Truckee CA 96161
Phone: 530-582-2932
Fax: 530-582-7710
Email: bbucar@townoftruckee.com

If you would like to be provided any updates to the project (based upon questions received during RFP process) please contact Becky Bucar (bbucar@townoftruckee.com) so that you can be added to an email distribution list.

Exhibit 1

Brockway Road Trail Project - Study Area and Conceptual Alignments

