

**CITY OF LA QUINTA
REQUEST FOR PROPOSAL
PROFESSIONAL ENGINEERING AND DESIGN SERVICES
WIDEN WASHINGTON STREET NORTH OF AVENUE 50
PROJECT NO. 2008-18**

The City of La Quinta requests proposals from qualified professional engineering consultants to prepare plans, specifications, and estimates (PS&E), and contract bid documents for Project 2008-18, Widen Washington Street North of Avenue 50.

Project Description:

The purpose of the project is to construct a new, third northbound lane on the east side of Washington Street north of Avenue 50. The new north bound lane will be approximately 12' wide and 600' long with curb, gutter and a 6-foot wide, curb-adjacent sidewalk. The new curb and gutter will connect to the existing curb return at Avenue 50 and to existing curb and gutter to the north. The portion of Washington Street reconstructed during this project will be re-stripped to match the existing lanes north of the improvements. Completion of the project will require relocating five (5) existing overhead power poles. The pole relocation will be completed by the Imperial Irrigation District (IID).

Services Requested

Services and products to be rendered in performing all work associated with project development may include, but may not be limited to:

- Perform appropriate engineering related field survey, and prepare base maps;
- Perform utility coordination and obtain clearances. The Consultant will be required to assist the City with coordinating the power pole relocation by IID and to provide its utility coordination documentation to the City at the conclusion of design;
- Prepare project plans, specifications and engineer's estimates of probable construction costs for the proposed improvements:
 - Project plans shall be prepared at 1" = 40' scale. Profiles shall be at 1" = 4' scale.

- Project Specifications and Bid Documents will likely include a detailed project description, preparation of bid schedule, bid item descriptions, payment methods, special provisions, technical specifications, geotechnical report, and any specification detail sheets specific to the project.
- Consultant coordination will include an appropriate number of meetings with City staff and possibly IID. The consultant may be required to attend a City Council meeting. The design consultant will be expected to attend the pre-bid meeting and will respond to contractor request for clarification or information during the bid process.
- Consultant will assist the City during the bid and construction phases by responding to Requests for Information (RFI) and provide clarification on its plans as necessary.

Project Development Process

1. Pre-Design Meeting

The pre-design meeting is an initial meeting between the consultant and City staff to clarify project design objectives.

2. Agency Approval

Consultant will submit PS&E and/or other necessary documents to City to obtain approval. At a minimum, the consultant should anticipate the following plan check submittals:

- (1) 1st Review - Concept Review
- (2) 2nd Review - 85-90% Check Plans & Specs
- (3) 3rd Review - 100% Check Plans, Specs, & Engineer's Estimate
- (4) 4th Review - Preliminary Final (screen check)

- B. Staff approved PS&E will be submitted to the City Council for final approval.

- C. All approved plans will be provided to the City on compact disk in AutoCAD 2008 or higher format, as well as on "D" size Mylar. Specification documents, including technical specifications, will be provided on digital medium disks in Microsoft Word for Windows format. The Engineer's estimate will be provided in Excel for Windows format.

3. Bidding Phase

The consultant will be expected to provide technical support during the bidding and award process.

4. Construction Phase

The consultant will be expected to provide technical support during the construction phase. This work objective will include the review and response to Requests for Information (RFI) and/or contractor questions.

Proposal Format

Proposals (work proposal and cost proposal) are to be submitted in separate envelopes clearly marked with the consultants name, address and phone number. Only one proposal per consultant will be considered.

Proposal packages are to be submitted to the City on/or before Tuesday, August 25, 2009 at/or before 5:00 p.m. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Bryan McKinney, P.E., Principal Engineer
City of La Quinta Public Works Department
78-495 Calle Tampico
La Quinta, CA 92253

Consultants are encouraged to keep their proposals brief and relevant to the specific work required. Proposals shall include the following items:

1. Work Proposal (envelope 1) - submit 4 copies

A. Cover Letter

- (1) The name, address and phone number of the consultant's contact person for the remainder of the selection process.
- (2) Any qualifying statements or comments regarding the consultant's proposal, the information provided in the RFP or the proposed contract.
- (3) Identification of sub-consultants and their responsibilities.

B. Statement of Qualifications

- (1) A listing of proposed project personnel, including personal experiences and individual resumes for prime and sub-consultants.
- (2) Consultant's and sub-consultant experience with similar work, including names and current phone numbers of reference for listed projects.

C. Project Understanding and Approach

A description of your project understanding, and how you will approach the project.

D. Scope of Work Program

A description of the tasks, sub-tasks, and deliverables that will be provided.

E. Project Schedule

A comprehensive Critical Path Method (CPM) schedule is to be submitted describing the nature and scheduling of proposed tasks and reflecting September 21, 2009 as the start date. The City Council meets the 1st and 3rd Tuesday of each month. The project schedule should include all approvals expected during the project period.

2. Cost Proposal (envelope 2) – submit 2 copies

The consultant is to submit a detailed cost proposal for all services and materials anticipated in completing the project. Man-hours and extended billing rates per classification of personnel will be indicated for each defined task and/or sub-task.

Selection Process

Work Programs will be reviewed by a Consultant Selection Committee. The Committee will rank the consultants for contract negotiations based upon the materials submitted within the Work Proposal. The Committee may or may not choose to interview two or more closely-rated firms, but will not expect or schedule time for elaborate presentations. Cost proposals will be opened only after the ranking process is complete.

The City will open contract negotiations with the top-ranked firm. The successful consultant will be expected to enter into the attached Professional Services Agreement.

**CITY OF LA QUINTA
COST PROPOSAL SHEET
PROFESSIONAL ENGINEERING AND DESIGN SERVICES
WIDEN WASHINGTON STREET NORTH OF AVENUE 50
PROJECT NO. 2008-18**

The following is a summary of costs to provide the services outlined in the Request for Proposals for professional engineering consultants to prepare the PS&E for Project No. 2008-18, Widen Washington Street north of Avenue 50 and will be used as the basis for negotiating a Professional Services Agreement:

Work Objectives	Proposed Cost
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL LUMP SUM FIXED FEE:	\$

Consultant may include as many, or as few, work objectives it believes are necessary to complete the project.

Attached herein is a detailed man-hour and fee breakdown for the tasks and sub-tasks defined in our proposal.

Prime Consultant

Date Signed