

**Corrected**

**Addendum #2**

**Request for Proposals**



**REQUEST FOR PROPOSALS**

**FOR**

**MICHIGAN STREET WALKABILITY/COMPLETE STREET PLAN**

RFP Issued: February 7, 2019

Addendum #2 Issued: February 19, 2019

Responses Due: 2:00 p.m. on ~~March~~ February 27, 2019

The City of Grand Terrace has received a number of questions and request for clarification related to this RFP. In response, this Addendum #2 is made up of two parts: Part 1 Revisions to the Request for Proposal for the Michigan Street Walkability/Complete Street Plan; and Park 2 Responses to Questions and Requests for Clarification

## **PART 1**

### **REVISIONS TO THE REQUEST FOR PROPOSALS FOR MICHIGAN STREET WALKABILITY/COMPLETE STREET PLAN**

#### **I. PROPOSAL DESCRIPTION/SCOPE OF WORK**

Section 1 (Services) is added to this section:

##### **1. Services**

The services provided by the chosen consultant will include, but not necessarily be limited to:

- A. Recommendations for streetscaping, include, but are not limited to, continuous sidewalks, parkway landscaping, bike lanes, lighting, street furniture, corner bulb-outs, bioswales for drainage and possibly narrowing of roadway lanes.
- B. An effective stakeholder and public participation process to ensure community involvement in the process. A proposed schedule of public meetings shall be proposed by the consultant at key points in the process.
- C. Effective coordination and communication with City staff throughout the process.
- D. A thorough evaluation of, and plan for integration with, other relevant plans and initiatives referenced or adopted by the City. A list of existing functional plans is included in this Section.
- E. Development of feasible, fiscally responsible, and prioritized implementation recommendations as determined by the Streetscape Plan process.
- F. The development of concept plans and a final Plan.

##### **2. Existing Reference Plans**

Consultant should be familiar with the following relevant information resources:

- Grand Terrace Active Transportation Plan (available on the City's website)
- Michigan Street Improvement Plans, 60% completed (available upon request)

#### **II. GENERAL PROPOSAL TERMS AND CONDITIONS**

Section 1. **Submission of Proposal**, Paragraph 6, is amended to read:

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 7 sheets, using minimum 12-point font size. Both sides of the sheet may be used. The cover letter, Table of Contents, and resumes do not count toward the 7-sheet ~~maximum~~minimum. ~~Electronic copies of the proposal will not be accepted.~~

Section 4 (Main Product Deliverables) is added to this section:

4. **Main Product Deliverables**

The main deliverables to be included are as follows:

**Concept Plan**

Prior to the final design, the consultant team will prepare a conceptual plan. The concept will identify preliminary selections for specific improvements for Michigan Street. Conceptual design materials will be used in community outreach meetings for feedback and refinement prior to the final design.

**Attendance at Meetings**

The scope of services required the selected consultant to work closely with staff in completing the streetscape improvement project. The consultant will budget (at minimum) attendance at the following meetings:

One kickoff meeting City staff

Two community-input meetings to gather input and vet the design process

One City Council Meeting

**Cost analysis**

A cost analysis and matrix for plan implementation.

**SECTION III. PROPOSAL REQUIREMENTS**

Section 2. **Introduction/Information**, is amended to read:

Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. The Proposer may include the requested information in this paragraph in the cover letter.

Any participating firms and proposed subconsultants shall be identified and included in the proposal (all subconsultants must be approved by City prior to signing the agreement with City). The Proposer must include this information in the body of the Proposal.

Section 7. **Budget**, is amended to read:

Provide a budget and submit to the City for review. The budget shall include an itemized list of personnel tasks, their descriptions, and costs, and the hourly rates for time and materials. Include a fee schedule.

The budget shall be submitted in a separate sealed envelope.

Section 8. **Schedule**, is amended to read:

The work product shall be completed within 90~~30~~ days of the notice to proceed.

## PART 2

### RESPONSES TO QUESTIONS OR REQUESTS FOR CLARIFICATION

- Questions were received regarding the method to submit responses to the RFP.

**Response:** The Proposer may submit electronically via email or by delivering hard copies to the City. Submittals, whether electronic or via delivery to the City shall be submitted by the due date and time stated on the RFP.

- Questions were received regarding the maximum number of sheets allowed in the Proposal.

**Response:** Each proposal shall be limited to a maximum of 7 sheets, using minimum 12-point font size. Both sides of the sheet may be used. The cover letter, Table of Contents, and resumes do not count toward the 7-sheet maximum.

- A question was received asking if the Introduction/Information section of the RFP could be included in the cover letter.

Response: Yes, please refer to Part 1 of this Addendum.

- Questions were received on whether the City would extend the submittal date.

**Response:** An extension to the submittal date cannot be accommodated.

- Questions were received regarding Project Schedule:

**Response:** The schedule has been revised to a 90-day schedule.

- Questions were received regarding the budget for this item and the source of the funding.

**Response:** This project is funded by the City General Fund. The budget is not to exceed \$75,000 (Seventy-Five Thousand Dollars).

- Questions were received on community outreach and other meetings that must be included in the Proposal.

**Response:** Proposals must include community meetings and attendance at a City Council meeting. Please refer to Part 1 above.

- Questions were received regarding storm drain improvements.

**Response:** Storm waters are conveyed along Pico and Van Buren Streets, which intersect with Michigan Street. The City anticipates that storm drain pipes and inlets will be installed within Pico and Van Buren Streets, and a storm drain pipe within Michigan Street between Pico and Van Buren Streets. The size of the storm drain pipes are still under review.

It is anticipated that that bioswales or similar features would be incorporated into the parkway or corner bulb-out design.

- Questions were received regarding the expected work product.

**Response:** It's anticipated that the consultant will conduct a community workshop where the various walkability and complete streets design concepts and improvements will be presented to obtain input from the community from which concept plans can be prepared. The concept design will identify preliminary selections for specific improvements. Conceptual design materials will be presented to the City for feedback and refinement prior to the final design. The final design shall be 15% plans and include preliminary cost estimates for implementation of the design.

- Questions were received if the City has any preliminary work or design recommendations for Michigan Street.

**Response:** The City has street improvement plans for Michigan Street that are 60% completed. This project was funded by redevelopment bonds; however, because of the dissolution of redevelopment project funding was eliminated. These plans are available upon request.

In addition, refer to the City's website to access the Active Transportation Plan.

- Questions were received on whether the City already has Storm Drain Master Plan Improvement drawings, or if the design was part of the RFP.

**Response:** There is a preliminary master drainage plan that can be referred to, but the design of drainage improvements, other than bioswales, are not within the scope of this RFP.

- Questions were received on whether the extension of Commerce Way was part of the RFP.

**Response:** The extension of Commerce Way is not part of the RFP. Commerce Way extension was shown for reference purposes only.

- A request was received to confirm the City's compliance with California Government Code 4526.

**Response:** This addendum includes a provision for the project budget to be submitted in a sealed envelope. The City will be reviewing proposals in two stages. First, it will determine which of the proposers have demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required. Second, after that determination, of the remaining proposers, the City will then review the proposed cost.

- A question was received on whether a safety analysis has been done for the corridor.

**Response:** No, a safety analysis has not been done.