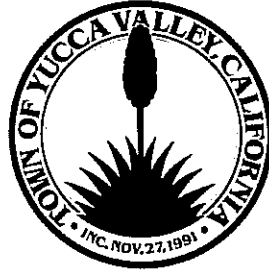


**TOWN OF YUCCA VALLEY**

Yucca Valley, California



**REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSAL  
TOWN OF YUCCA VALLEY, CALIFORNIA**

**PROFESSIONAL ENGINEERING DESIGN  
AND SUPPORTING ENGINEERING SERVICES FOR  
PREPARATION OF THE  
SR62 TRAFFIC CONTROL  
SYNCHRONIZATION PROJECT  
BID READY IMPROVEMENT DOCUMENTS AND  
PROJECT SPECIFICATIONS  
TOWN PROJECT NO. 8028**

November 18, 2011

**TOWN OF YUCCA VALLEY, CALIFORNIA  
REQUEST FOR QUALIFICATIONS/  
REQUEST FOR FEE PROPOSAL**

**PROJECT NAME:** **REQUEST FOR QUALIFICATIONS /  
PROPOSAL FOR PROFESSIONAL  
ENGINEERING SERVICES FOR  
PREPARATION OF THE SR 62 TRAFFIC  
CONTROL SYNCHRONIZATION  
PROJECT BID READY IMPROVEMENT  
DOCUMENTS AND PROJECT  
SPECIFICATIONS, TOWN PROJECT NO.  
8028**

**PROPOSAL MUST BE RECEIVED NO  
LATER THAN AND ARE TO BE OPENED  
AT:** **3:00 p.m. on Tuesday, January 10, 2012**

**PLACE OF PROPOSAL RECEIPT  
AND PROPOSAL OPENING:** **Office of Town Clerk  
Town of Yucca Valley  
57090 Twentynine Palms Highway  
Yucca Valley, CA 92284**

NOTICE IS HEREBY GIVEN that the Town of Yucca Valley, County of San Bernardino, California, will receive up to, but not later than the date and time set forth above, proposals in response to the Request for Qualifications/Request for Proposal with sealed Fee Proposal for the award of a contract for professional design services related to the above-referenced project.

The work to be performed consists of preparation of Plans, Specifications, and Estimates (PS&E), and all other bid ready improvement plans and supporting studies/documentation to provide bid ready special and technical specifications and related documents set forth in the Scope of Services for the Improvements of the **SR 62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT**. All work shall be completed within **one (1) calendar year** following receipt of a written Notice to Proceed from the Town.

**A VOLUNTARY PREPROPOSAL CONFERENCE IS SCHEDULED FOR:**

**10:00 a.m. on Tuesday, December 13, 2011**

**PREPROPOSAL CONFERENCE WILL BE HELD AT:**

**Town of Yucca Valley  
Community Development Department  
58928 Business Center Dr.  
Yucca Valley, California**

The Town of Yucca Valley reserves the right to reject any of all bids or any parts thereof and to waive any irregularities or informalities in any proposal or in the proposal process and to make a contract award in the best interest of the Town.

No Proposal may be withdrawn for a period of sixty (60) calendar days after the date set for the opening of bids.

TOWN OF YUCCA VALLEY

Hi-Desert Star  
Advertised

By: Janet M. Anderson  
Town Clerk

November 19, 2011  
Date

\_\_\_\_\_  
Date

November 23, 2011  
Date

- End of Section -

REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSAL  
TOWN OF YUCCA VALLEY, CALIFORNIA

PROFESSIONAL ENGINEERING DESIGN  
AND SUPPORTING ENGINEERING SERVICES FOR  
PREPARATION OF THE  
**SR 62 TRAFFIC CONTROL  
SYNCHRONIZATION PROJECT**  
BID READY IMPROVEMENT DOCUMENTS AND  
PROJECT SPECIFICATIONS  
TOWN PROJECT NO. 8028

NOVEMBER 18, 2011

**I PROJECT NAME:**

SR 62 Traffic Control Synchronization Project, Congestion Management/Air Quality (CMAQ) Synchronization Project, Town Project No. 8028.

**II PROJECT LOCATION:**

The project consists of the intersections of SR 62 and Camino Del Cielo, SR 62 and Kickapoo Trail, SR 62 and Deer Tr./Pioneertown Rd., and SR 62 and Acoma Tr., all within the Town of Yucca Valley.

**III PROJECT DESCRIPTION:**

The Town of Yucca Valley seeks to install wireless signal interconnect/synchronization equipment at the above intersections. The selected consultant will be required to prepare the Preliminary Authorization and Environmental Documentation certifications through Caltrans, as well as prepare the plans and specifications for approval through Caltrans for issuance of an Encroachment Permit.

**IV SCOPE OF SERVICES PROVIDED BY CONSULTANT**

The Consultant shall provide the following detailed tasks as requested to and further define the methodology and various elements of work as necessary to complete the PA & ED for the project.

Task 1 – Environmental Approvals

It is the Town's understanding, from conversations with staff at Caltrans, that a Categorical Exclusion (NEPA)/Categorically Exempt (CEQA) (C.E./C.E.) will be necessary. The selected consultant will be required to prepare and obtain Caltrans approval for the C.E./C.E.

At a minimum the Consultant will be required to prepare for submittal to Caltrans the following:

1. Hazardous Waste Checklist
2. Cultural
  - a. Project Description
  - b. Layout Map
3. Biological
  - a. NES(MI)

#### Task 2 - Design Services

##### 1. Research/Data Collection

The Consultant shall research the existing signals to determine the type of equipment currently installed at each intersection. The Consultant shall determine if the existing equipment will support the interconnect equipment proposed to be installed.

##### 2. Prepare Project Plans

The Consultant shall prepare a typical intersection detail showing, at a minimum, the following:

- a. Location of interconnect equipment to be installed.
- b. Wiring to be installed

##### 3. Traffic Information/Timing Configuration (Green Sheets) and Timing Plans

##### 4. Prepare Project Specifications

The consultant shall prepare the Project's Standard Provisions and Technical Provisions for inclusion into the Town's standard Contract Documents and Specifications for project bidding.

The Town will prepare the remainder of the information contained in the Contract Documents and provide the final Document to the Consultant for submittal to Caltrans.

#### Task 3 - Right of Way Certification

The consultant shall prepare and process through Caltrans a Right of Way Certification for the project.

#### Task 4 - Encroachment Permit

The Consultant shall submit the Plans and Specifications (Bid Documents) to Caltrans for an encroachment permit. It will be the selected consultant's responsibility to obtain an encroachment permit.

## Task 5 - Cost Estimate

The Consultant shall prepare a final Construction Cost Estimate after obtaining an encroachment permit from Caltrans and provide it to the Town.

### **V. FEE PROPOSAL**

Consultant shall include a **separate, sealed, lump sum, fixed fee estimate** to complete the Scope of Services as described in the Request for Proposal. The fee estimate shall identify the respective amounts for environmental and design services. The proposed fixed fee shall specify and include all reimbursable items in the proposed fee that are reasonably necessary to complete the proposed Scope of Services and as described above.

It is the intent of the Town to negotiate a fixed, lump sum fee, **including specified reimbursables**, with the selected Consultant prior to issuing the Notice to Proceed. The fee proposal shall also include an hourly rate and reimbursement schedule which shall apply in the event additional services are requested by the Town.

Billing shall be based on a percentage of work completed and shall not exceed the work completed. Maximum allowable billing by the Consultant upon completion of the Scope of Services shall be 90 percent of the total proposed fee. The remaining 10 percent of the fee shall be retained and paid to the Consultant within thirty (30) days of issuance Encroachment Permit from Caltrans.

### **VI. SCHEDULE**

Consultant shall provide detailed schedules of completion of the project. The schedule shall include at a minimum the following items. The schedule shall reflect a February 1, 2012 start date.

- Prepare environmental documentation
- Caltrans approval of environmental documentation
- Prepare project plans
- Prepare project specifications
- Town preparation of bid package
- Prepare right of way certification documents
- Caltrans approval of right of way certification
- Caltrans review of encroachment permit
- Issuance of encroachment permit

### **VII. SUBMITTAL OF PROPOSAL**

1. The Proposal shall consist of the following:
  - a. Four (4) copies of the Proposal. The proposal shall be limited to 30 pages including resumes and qualifications.

b. One (1) proposed fee estimate and fee structure for additional services enclosed in a sealed envelope and clearly labeled “**Fee Proposal - CMAQ Synchronization Project**”. Proposals without a separate sealed fee estimate will not be accepted. Fee estimates submitted by unsuccessful respondents will be returned unopened if requested.

2. **Deadline:** The Proposal must be received in the Office of the Town Clerk, Town of Yucca Valley, 57090 Twenty-nine Palms Highway, Yucca Valley, CA 92284 no later than January 10, 2012. Proposals received after the deadline will not be accepted.

**VIII. DBE PARTICIPATION**

This project is being funded with Federal funds (CMAQ) and DBE/UDBE participation is encouraged. The selected consultant shall make a good faith effort to procure DBE/UDBE services for the project. The Town's goal for projects is 4.3%. Federal Forms 10-O1 and/or 10-O2 shall be included with the proposal package.

**IX. PROPOSAL EVALUATION/CONSULTANT SELECTION**

Proposal evaluation and ranking and Consultant selection is qualifications based and shall be completed by a selection panel, comprised of the Town Contract Administrator, Town Engineer and other personnel, as deemed appropriate, in accordance with the criteria described below. The Town may conduct interviews with the top ranked Consultant prior to entering into any negotiations for award of a contract.

<u>Criteria</u>	<u>Weight (%)</u>
Qualifications of personnel performing work.	15
Demonstrated ability in completing contracted work on time and within budget. Discuss the last 3 projects completed. If not on time and within budget, explain why.	15
Demonstrated experience in preparation of CE/CE, preferably within CALTRANS District 8. List 3 most recent projects.	20
Demonstrated understanding of the project and required tasks And Consultant’s approach to accomplishing the work.	20
Demonstrated familiarity with local, county, state and federal procedures, especially CALTRANS District 8 Division of Local Assistance/Local Programs Manual.	15
Demonstrated expertise in traffic synchronization plans.	10

DBE/UDBE participation

5

Total

100%

**X. CONTACT INFORMATION**

Questions regarding this Request for Qualifications can be directed to either:

Shane Stueckle  
Deputy Town Manager  
(760) 369-6575 x 305

Noel Owsley  
Town Engineer  
(760) 369-6575 x 310 or  
(760) 346-3250

EXHIBIT 10-01 Local Agency Proposer UDBE Commitment (Consultant Contracts)

**NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM**

LOCAL AGENCY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROPOSAL DATE: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_

CONTRACT UDBE GOAL (%): \_\_\_\_\_

WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED (or contracted if the proposer is a UDBE)	UDBE CERT NO. AND EXPIRATION DATE	NAME OF EACH UDBE (Must be certified at the time proposals are due - include UDBE address and phone number)	PERCENT PARTICIPATION OF EACH UDBE

**For Local Agency to Complete:**

Local Agency Proposal Number: \_\_\_\_\_

Federal-Aid Project Number: \_\_\_\_\_

Federal Share: \_\_\_\_\_

Proposal Date: \_\_\_\_\_

Local Agency certifies that the UDBE certifications have been verified and all information is complete and accurate/unless noted otherwise.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Local Agency Representative

(Area Code) Telephone Number: \_\_\_\_\_

Total Claimed UDBE Commitment \_\_\_\_\_ %

Signature of Proposer \_\_\_\_\_

Date \_\_\_\_\_ (Area Code) Tel. No. \_\_\_\_\_

Person to Contact \_\_\_\_\_ (Please Type or Print)

Local Agency Proposer UDBE Commitment (Consultant Contracts)  
(Rev 6/27/09)

Distribution: (1) Original - Local agency files

**INSTRUCTIONS – LOCAL AGENCY PROPOSER UDBE COMMITMENT  
(CONSULTANT CONTRACTS)****ALL PROPOSERS:**

**PLEASE NOTE:** It is the proposer's responsibility to verify that the UDBE(s) falls into one of the following groups in order to count towards the UDBE contract goal: 1) African Americans; 2) Asian-Pacific Americans; 3) Native Americans; 4) Women. This information must be submitted with your proposal. Failure to submit the required UDBE commitment will be grounds for finding the proposal nonresponsive.

A "UDBE" is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups: African Americans, Native Americans, Asian-Pacific Americans, or Women.

The form requires specific information regarding the consultant contract: Local Agency, Location, Project Description, Proposal Date, Proposer's Name, and Contract UDBE Goal.

The form has a column for the Work Item Number and Description or Services to be subcontracted to UDBEs (or performed if the proposer is a UDBE). The UDBE prime contractors shall indicate all work to be performed by UDBEs including work to be performed by its own forces, if a UDBE. The UDBE shall provide a certification number to the Consultant and notify the Consultant in writing with the date of decertification if their status should change during the course of the contract. Enter UDBE prime consultant and subconsultant certification numbers. The form has a column for the Names of certified UDBEs to perform the work (must be certified on the date proposals are due and include UDBE address and phone number).

There is a column for the percent participation of each UDBE. Enter the Total Claimed UDBE Participation percentage of items of work submitted with proposal pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the UDBE, describe exact portion of time to be performed or furnished by the UDBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-1) to determine how to count the participation of UDBE firms. **Note:** If the proposer has not met the contract goal, the local agency must evaluate the proposer's good faith efforts to meet the goal in order to be considered for award of the contract.

Exhibit 10-O1 must be signed and dated by the consultant submitting the proposal. Also list a phone number in the space provided and print the name of the person to contact.

**For the Successful Proposer only, local agencies** should complete the Proposal Number, Federal-aid Project Number, Federal Share, and Proposal Date fields and verify that all information is complete and accurate before filing.



**INSTRUCTIONS - LOCAL AGENCY PROPOSER DBE INFORMATION  
(CONSULTANT CONTRACTS)****SUCCESSFUL PROPOSER:**

The form requires specific information regarding the consultant or other contract: Local Agency, Location, Project Description, Total Contract Amount, Proposal Date, and successful Proposer's Name.

The form has a column for the Work Item Number and Description or Services to be Subcontracted to DBEs. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces, if a DBE. The DBE shall provide a certification number to the prime consultant. Enter DBE prime consultant's and subconsultant's certification number. The form has a column for the Names of DBE certified contractors to perform the work (must be certified on or before the proposals are due and include DBE address and phone number).

Enter the Total Claimed DBE Participation dollar amount of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe exact portion of time to be performed by the DBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-I) to determine how to count the participation of DBE firms.

Exhibit 10-O2 must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

**Local agencies** should complete the Contract Number, Federal-aid Project Number, Federal Share, and Contract Award fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the deobligation of funds on this project.

**District DBE Coordinator** should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.