



CITY OF CORONADO

Engineering and Project Development Department
1825 Strand Way
Coronado, California 92118

Request for Proposals

for

Pomona, Seventh and Adella Intersection Improvements Project

ISSUE DATE: January 16, 2013

SUBMITTAL DUE DATE:

Wednesday, February 6, 2013 no later than 3:00 p.m.

INTRODUCTION

The intersection of Pomona Avenue, Seventh Street, and Adella Avenue is an untraditional configuration and as such, had been the subject of resident safety concerns for several years. As a result, in 2008 the Coronado City Council directed staff to install a temporary roundabout within the intersection to determine if a roundabout would calm traffic and define the path of travel through the intersection. A temporary roundabout was designed and ultimately installed in March 2009.

In October, 2009, having completed a six-month trial period, staff presented a detailed evaluation of the roundabout to the Council. The Council directed staff to obtain the services of an additional roundabout design consultant to review the temporary roundabout design, review concerns raised by residents about the design of the temporary roundabout, and to draft conceptual drawings of what a permanent roundabout might look like. Public workshops were held, additional design review was completed, and conceptual drawings were presented to the Council in January 2010. Although residents still had concerns regarding the revised conceptual design of a permanent roundabout, the Council directed staff to move forward with the design of permanent improvements and to continue working with residents in an effort to address their concerns.

Given the direction provided by the City Council, staff is seeking proposals from consultants interested in reviewing the existing configuration of the roundabout and all conceptual design drawings, and ultimately providing the design of a permanent roundabout for the intersection of Pomona, Seventh, and Adella.

Schedule:

Issue Request for Proposals	January 16, 2013
Proposal Due Date	February 6, 2013

Tentative Design Schedule:

Interviews (if needed)	February 20, 2013
City Council Award of Design Contract	March 5, 2013
Public Participation/Workshop #1	March 27, 2013
Public Participation/Workshop #2	May 15, 2013
Final Design Documents	August 7, 2013
Presentation to City Council	August 20, 2013

SCOPE OF SERVICES

The Scope of Services to be provided by the consultant is described as follows:

Task 1 – Review and Analysis of Existing Conditions and Conceptual Designs

- A. **Review and Analysis of Existing Conditions and Concept Drawings:** The Consultant will be asked to review the design and layout of the temporary roundabout that currently exists at the intersection. In addition, the Consultant will be asked to review meeting minutes from public workshops and City Council meetings to understand concerns regarding the overall safety of the intersection, the design of the existing temporary roundabout, and the conceptual design of a permanent roundabout.

B. Public Participation: The consultant will coordinate with City staff and facilitate two public workshops and is requested to seek ways to directly involve the public to ensure that public concerns and aspirations are understood and considered. The first public workshop shall be held early on to obtain feedback from residents and users regarding the design of the temporary roundabout, the conceptual design of a permanent roundabout, and design aspects they would like to see in the final roundabout. Staff and residents have identified the following goals for the design of the improvements:

- a. Size of the interior circle – The temporary roundabout has a large interior circle that pushes the travel lanes close to residential properties. An object of the design is to reduce the size of the circle and position it as far from residential properties as possible.
- b. Parking – The design shall maximize the amount of on-street parking.
- c. Headlight Glare – Residents complain about glare from vehicle headlights shining through their windows; the design shall minimize or mitigate this unwanted glare.
- d. Design Speed – The design speed through the roundabout shall not exceed 15 miles per hour.
- e. Drainage – An existing drainage swale traverses the temporary roundabout. It was envisioned that storm drains would be installed to provide adequate drainage; however, due to budget constraints, surface drainage needs to be considered.

The second public workshop shall be held after analyzing feedback from the first workshop and developing a geometric design that addresses the issues raised and listed above. At the second workshop the consultant shall present conceptual designs which will include hardscaping and landscaping plans, including renderings to demonstrate what the finished product might look like. The consultant will provide a window of public participation from the first workshop through two weeks past the second workshop via a web-based application that will allow the public to see conceptual designs and comments/suggestions that have been submitted.

C. Draft Roundabout Analysis: The Consultant shall provide a report summarizing their professional opinion of the temporary roundabout design and the existing conceptual design of a permanent roundabout. The report should also summarize the concerns raised by residents during the public participation period and whether or not they can be addressed in the final design. The report should ultimately include a conceptual design(s) for the roundabout that will be used at the second workshop.

D. Meetings: The Consultant shall regularly meet with City staff to discuss the project schedule and receive direction and/or comments from staff. At a minimum, the consultant shall prepare for and attend the following meetings:

- a. Monthly meetings with City staff to review the project status, schedule, and invoices, and look ahead to upcoming months' activities.
- b. Two public workshops. Consultant shall also plan on one meeting with City staff prior to the workshops which can be coordinated with a monthly staff meeting (above).
- c. One City Council Meeting – At this meeting, the consultant shall present the conceptual design with any modifications that were developed based on the second public workshop. Approval of the conceptual design at the City Council meeting will be the basis for the design of the construction documents.

Task 2 – Design of Permanent Roundabout

- A. **Survey and Utility Research:** The Consultant shall survey the intersection and identify existing utilities in the area. For purposes of this proposal the Consultant should assume no as-built information is available for the area and that the Consultant will need to contact private utility providers for location information.
- B. **Plans, Specifications and Cost Estimates:** The Consultant shall prepare construction plans showing a design of intersection improvements for Pomona, Seventh, and Adella. At a minimum, the design will need to include:
- a. Drainage improvements – The design shall provide adequate drainage throughout the intersection and shall consider both surface and subsurface drainage improvements. Costs estimates shall be developed to determine if funding is available for a storm drain system.
 - b. Landscape, hardscape, and/or lighting improvements to ensure the design meets standard roadway design and aesthetic expectations of the community.
 - c. Traffic control plans to be used throughout construction of the project.
 - d. Appropriate erosion control and/or water pollution prevention plans to be used by the contractor during construction of the roundabout.
 - e. Construction specifications to accompany the design plans when the project is ultimately advertised for construction. The specifications will need to be in a format approved by the City. The City has adopted the 2012 Greenbook and the specifications shall adhere to its format (a boilerplate format is available from City staff for this purpose).
- C. **Meetings:** The Consultant will be asked to regularly meet with City staff to discuss the status of the project, review the project schedule, and receive direction and/or comments on the design. Similar to Task #1, meetings would occur on a monthly basis.
- D. **Submittals/Deliverables:** The Consultant will be asked to provide the City with progress prints at each meeting so staff can review the progress being made. Formal submittals of the plans, specifications and cost estimate shall be made when plans are considered to be 50%, 95%, and 100% complete. Staff will provide the Consultant with written comments and direction on each formal submittal. Final plans shall be submitted on Mylar and an accompanying AutoCAD file; specifications shall be submitted as a Microsoft Word document.

PROPOSAL SUBMITTALS

Three (3) copies of the Proposal, along with one fee proposal submitted in a separate sealed envelope, must be received by 3:00 p.m. on February 6, 2013. Late or faxed submittals will not be accepted.

Submit Proposal and Fee Proposal to:

City of Coronado
Engineering and Project Development
1825 Strand Way
Coronado, California 92118

NOTE: The fee proposal shall be submitted in a separate sealed envelope; the front of the envelope shall be labeled with the Project Name, Consultant's Name, and the words "Sealed Proposal."

For questions or additional information, please contact:

Jim Newton
Principal Engineer
Phone: (619) 619-522-7313 Fax: (619) 522-2408
E-mail: jnewton@coronado.ca.us

SUBMITTAL CONTENT

Submittals shall be limited to 40 pages and shall contain the following information:

Cover Letter: The Consultant shall include a cover letter, signed by an official authorized to bind the company. The letter shall contain the name, title, address and phone number of the person(s) authorized to contractually bind the company and negotiate any changes in scope of work or fees.

Project Approach: The Consultant shall include a summary of their anticipated approach for the project. The summary should give City staff a general idea of how the Consultant plans to assess the existing temporary roundabout as well as the concept designs for a permanent roundabout. The Consultant shall also include their approach to garner community input to ensure the needs and desires of the community are incorporated into the design.

Project Team's Capabilities: This section should demonstrate the Project Team's capabilities for the variety of anticipated work as described in the Scope of Services. This relates to the Project Team's resources, experience, references and expectations of the project's challenges (logistical, environmental, etc.). Consultants must demonstrate experience with roundabout design and site examples that have been constructed and currently exist.

Project Team's Organization: This section relates to the key personnel and contact person that will manage the project. The "Principal in Charge" should be listed as the one contact person for the project. The "Principal in Charge" shall remain the point of contact for the project's duration. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be listed separately from the firm's total staffing.

Rate Sheet and Fee Proposal: Rates should be listed for the various positions and services offered by the Project Team. The Rate Sheet shall include standard mark-up rates for the use of subconsultants and allowable reimbursables. The Fee Proposal should be developed from the Scope of Services and include task durations that align with the project schedule. The Rate Sheet would apply to any additional services requested by the City of Coronado.

SELECTION CRITERIA

Each submittal will be judged as to the Consultant's capabilities and experience to perform the Scope of Services. Selection will be based on a 100-point criterion as follows:

- (30) Project Approach: Each Project Team will be evaluated on how thorough their approach to the project seems to be. The evaluation committee will award high scores to those teams that clearly explain their public participation plan, what data they plan to collect, how the data will be analyzed to arrive at a set of potential improvements, and what considerations should be taken into account when making individual improvement recommendations.
- (20) Capabilities, Experience and Past Performance: Each Project Team will be evaluated on its demonstrated capabilities and experience to provide the Scope of Services. Past performance on similar projects will be reviewed and judged on quality of work, adherence to schedule, availability, and compliance to local challenges and regulations.
- (15) Key Personnel: Each Project Team will be evaluated on the experience and education of the key personnel that will be assigned to the project.
- (15) Ability to Accomplish Work: Each Project Team will be evaluated on its ability to provide the Scope of Services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities.
- (10) Local Experience: Each Project Team will be evaluated on its familiarity with the City of Coronado's codes, challenges, regulations, procedures and infrastructure requirements.
- (5) Firm's Location: Each Project Team will be evaluated on the location of its office, location of the "principal in charge" and other key staff.
- (5) Other: Each Project Team will be evaluated on any supportive information that demonstrates its capabilities to best suit the needs of the City of Coronado.

An evaluation committee will review and rank the submittals based on the above criteria. If needed, top-rated firms will be short listed and invited to interview. Based on the submittals and possible interviews, a consultant will be recommended to the City Council for a contract award. Upon Council approval, the contract will be awarded. Should the City of Coronado and the selected Consultant be unable to agree on contract terms, the award of the contract will be offered to the second-ranking Project Team, and so forth as necessary.

