



REQUEST FOR PROPOSALS

On-Call Professional Consulting Services
for:

TAYLOR ROAD CORRIDOR STUDY

Date Released: July 1st, 2024
Project Number: 24-02

PROPOSALS DUE: August 2nd, 2024, at 4:00pm

DELIVER TO:

Attn: Richard Ly-Lee, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, Placer County, California, invites proposals from qualified firms to conduct a corridor study on Taylor Road. The study aims to enhance Taylor Road into a safe active transportation corridor by assessing existing multimodal facilities, improving intersection designs, and suggesting signage and traffic-related enhancements. Funding from the Town's local general funds has been allocated for this project.

At completion of the evaluation process, the Town of Loomis will select a Respondent to award, or enter negotiations for award of, a Professional Services Agreement for a Corridor Study (see Attachment A, Sample Professional Services Agreement).

BACKGROUND

Taylor Road operates varying levels of service (LOS) during peak commute times ranging from A to F. The Town of Loomis constituents have expressed the need to analyze Taylor Road and perform a comprehensive corridor study. Taylor Road is approximately 2.4 miles from the southern town limits to the northern town limits. Please refer to Attachment B for approximate study limits, which may be adjusted at the discretion of the selected proposer or Town. Taylor Road is classified as a 2- Lane Arterial Moderate Access Control (2-4 stops/mile, limited driveway access, 25-40 mph posted speed limit) with an average daily traffic of 13,479.

PREQUALIFICATIONS

There is no separate pre-qualification process for this RFP. The following shall be considered minimum required qualifications for your proposal to be considered responsive: Proposer must have at least five (5) years of continuous experience as an engineering firm with completing a corridor study with experience with municipal code. Experience shall be demonstrated in the proposal with one to three similar project samples (completed within the last Five (5) years).

GENERAL INFORMATION

Addenda to this RFP, if issued will be posted on the Town of Loomis website.

All interested firms are required to submit a proposal in accordance with the conditions and dates outlined in this Request for Proposals (RFP).

All questions or inquiries regarding the RFP or the selection process are to be addressed, in writing only, (email is acceptable) no later than July 26th, 2024, at 4:00 PM to:

Town of Loomis
Attn: Richard Ly-Lee, Town Engineer
Engineering Department
Loomis Town Hall
3665 Taylor Rd, Loomis, CA 95650
Email: townengineer@loomis.ca.gov

Questions received after this time will not be answered. Questions and responses will be posted on the website. It will be the submitter's responsibility to periodically review the website for updates and responses to questions that may be provided by the town.

SCOPE OF WORK

The scope of work will be negotiated between the Town of Loomis and the successful Proposer and placed within the Agreement. Proposer shall review the scope of work provided in this RFP and add or remove items based on their findings.

The study should be supportive of, and integrate the results of, recently adopted or pending land use plans in the area. The following documents and on-going efforts may be related to the corridor study:

- Town of Loomis General Plan Update 2020-2040
- Town of Loomis Local Road Safety Plan 2022

The following below represents the Town's attempt to define the goals of the RFP and the expectations of the work to be performed on the Taylor Road Corridor Study:

- Develop a minimum of three alternatives with cost estimates, schedules, and maintenance costs/schedules.
- Identify Right of Way (R/W) needs for proposed alternatives.
- Establish an implementation plan and project prioritization for the preferred alternative.
- Manage a Public Engagement Interface Program, including an internet survey and social media outreach.
- Assess existing land uses and major activity centers adjacent to and near the corridor.
- Identify land ownership and easements within the corridor.
- Review General Plan, zoning, specific plans, regulatory documents, circulation plan, design guidelines, and standards.
- Review capital improvement plans, planned infrastructure, and transportation improvements within the corridor and adjacent areas.
- Evaluate existing environmental documents.
- Conduct traffic studies analyzing the corridor and adjacent roadway network, including volumes for auto, transit, bicycle, and pedestrian modes.
- Review existing and proposed transit routes, stops, and improvements within a 0.5-mile radius.
- Assess major planned and proposed development projects within a 0.5-mile radius.
- Analyze collision data.
- Obtain utility system maps and record information from local utility providers.
- Obtain a high-resolution digital aerial photo of the study area and vicinity.

- Study traffic scenarios including existing conditions, base line conditions, background conditions (project completion year 2024), project conditions (project completion year 2030), and future conditions (20-year horizon year 2050).
- Assist with identifying grant funding sources and applications.
- Present the final corridor study to the Town Council for adoption.

The following below represents applicable standards the Proposer shall adhere to:

- Comply with all environmental standards with requirements outlined with NEPA and CEQA.
- Comply with Town of Loomis Municipal Code and General Plan.
- Town of Loomis 2004 Traffic Calming Manual
- Comply with American Disability Act (ADA).
- Comply with California Manual of Uniform Traffic Control Devices.
- Comply with if applicable, State of California Highway Design Manual, Latest edition.
- Comply with if applicable, Caltrans Project Delivery Procedures Manual (PDPM)
- Comply with if applicable, Caltrans Standard plans, Latest edition.
- Comply with if applicable, with any pertaining to utility company standards.
- Comply with if applicable California Transportation Commission Comprehensive Multimodal Corridor Plan Guidelines

The scope of work outlined should not be considered complete or absolute by the Proposer.

TERM

The term of the contract shall be until the completion and Town Council acceptance of the Taylor Road corridor study.

RFQ CONTENT

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm is qualified to meet those objectives. While there is no set format, order, or length that the proposal needs to adhere to, suggested content for the proposal includes the following:

Cover Letter

- Include the office location where work is to be done, contact person's name, telephone number and email address.
- State the service categories and sub-categories that the firm wishes to be considered for.
- Identify the name and contact information for the person authorized to enter into a contract with the Town.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate experience with similar efforts performed within the last 3-5 years.

- Provide references that the Town may contact.
- Provide resumes for proposed staff members with qualifications, including listing of licenses, experience and level of responsibility.

Work Plan and Availability

- Address the process, if applicable, that will be used to accomplish the suggested scope of services.
- Specify the capacity/anticipated level of effort that the staff being proposed is available to provide.

Cost

- While consultants will mostly be selected based upon the strength of their qualifications, the Town reserves the right to consider the billing rate as part of the selection criteria. Provide a fee schedule showing the proposed hourly rate for the various job classifications, and the classification of the staff proposed.
- List assumptions that go into the fee schedule including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.
- State if the fee schedule will remain in effect over the term of the contract, or if a cost-of-living adjustment will be requested.

Consulting Services Agreement

- State in the proposal the firm's willingness to accept the terms and conditions of the City's Standard Consulting Services Agreement, including the required insurance and endorsement information contained therein.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal.

DELIVERY

To be considered, qualifications must be submitted no later than August 2nd, 2024, by 4:00pm. Submit three (3) hard copies and one electronic pdf copy (flash drive or e-mail) to:

Richard Ly-Lee, P.E.
Town of Loomis, Engineering Division
3665 Taylor Road
Loomis, CA 95650
(916) 824-1518
townengineer@loomis.ca.gov

SELECTION PROCESS

All proposals received by the deadline will be reviewed by the Town. After those firms deemed the most qualified are determined, further evaluation and interviews may be conducted as part of the final selection process. The Town reserves the right to complete

the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer's submittal.

In evaluating responses to this RFQ, the Town will score each of the following criteria on a scale of 1 to 5 and then multiply this score by the weighed percentage noted.

- Capacity of the firm to carry out the proposed assignments (10%)
- Qualifications/Resumes and similar experience of key personnel, including knowledge of municipal engineering best practices (50%)
- Satisfaction/references of prior and current clients (10%)
- Proximity of the proposer's firm and staff to Loomis (10%)
- Willingness to comply with the proposed agreement terms (5%)
- Cost or cost approach (15%)

CONDITIONS

All proposals, and material contained therein, shall be considered public documents, and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The Town shall not bear any cost or reimbursement associated with its preparation.

The Town reserves the right to cancel or reject any portion of the request for qualifications without notice and makes no representation that any contract will be awarded to any firm submitting a proposal.

ADDITIONAL INFORMATION

This Request for Qualifications and the Town's Standard Professional Services Agreement as a supporting attachment, along with any addendum that may be issued are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Richard Ly-Lee, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov