




**STAFF REPORT
BUSINESS ITEM
COUNCIL MEETING OF
June 10, 2014**

TO: Honorable Mayor and Members of the Town Council

FROM: Brian Fragio, Director of Public Works /Town Engineer 

DATE: May 30, 2014

SUBJECT: LOOMIS CIRCULATION ELEMENT UPDATE

RECOMMENDATION:

Select one of the following consultants and direct the Town Manager to enter into a contract agreement acceptable to the Town Attorney for the amount proposed:

1. KD Anderson & Associates, Inc. in the amount of \$81,205.00, or
2. DKS in the amount of \$107,072, or
3. Omni-Means in the amount of \$123,923.22

ISSUE STATEMENT AND DISCUSSION:

At the February 11, 2014 Town Council meeting, staff was directed by Council to prepare and advertise a Request for Proposal for the update of the Town's General Plan Circulation Element.

On May 2, 2014, staff received three proposals. Attached are copies of the proposals. Also attached is the spreadsheet breaking down the scoring of each consultant. The proposals were reviewed by the Town Manager, Town Engineer, Finance Director and Planner. The consultants were evaluated using seven criteria.

Once all the reviews were collected, the Town Manager and Town Engineer determined that all three consultants were capable of providing the needed traffic engineering services as outlined under the Government Code Section 4526, which states,

“Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. In order to implement this method of selection, . . . local agency heads contracting for private architectural, landscape architectural, professional engineering, environmental, land surveying, and construction project management services may adopt by ordinance, procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the public agencies. . . .”

Staff then opened the cost proposals for each consultant. Below are the proposed cost services with comments:

- ***KD Anderson & Associates, Inc. = \$81,205.00***
Review comments – Did not include the updating of the Pavement Management Program. This could add an estimated \$10,000 - \$20,000. Only shows 20 Radar speed survey locations and there are 41. Price may increase by \$3,150. Additional 24 hr counts and peak period turning movement counts may be needed (+/- \$5,000). Could increase by \$28,150.

Past services with the Town – Provided signal modifications design services for the intersection of Sierra College Blvd. & Taylor Road.

- ***DKS = \$107,072***
Review comments – All required supplemental documents to be updated are included in the cost.

Past services with the Town – Provided Traffic Modeling updates. Assisted with Town staff to run a traffic signal operations program.

- ***Omni-Means = \$123,923.22***
Review comments – May need additional cost to update Pavement Management Program. Did not include the update of the speed survey.

Past services with the Town. Prepared the Bike Way and Trails Master Plan. Updated the Speed Survey. Park design services.

Note: Since it has been determined that all three consultants are capable of providing the services required, the Council may choose any one of the consultants regardless of the cost of their proposal. Keep in mind the cost review comments when making a selection.

CEQA REQUIREMENTS:

The majority of proposed projects are contained within the Town's existing right-of-way and could be categorized as an exemption status. An environmental process will be conducted as part of the preparation of this document.

FINANCIAL AND/OR POLICY IMPLICATIONS:

Under the Capital Improvement Program, it was estimated that the cost to update the Circulation Element would be roughly \$120,000.

TOWN OF LOOMIS

RESOLUTION NO. 14 -

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOOMIS AWARDDING THE
CIRCULATION ELEMENT UPDATE TO
_____ IN THE AMOUNT OF \$ _____
AND DIRECTS THE TOWN MANAGER TO
ENTER INTO A CONTRACT AGREEMENT WITH THE CONSULTANT
ACCEPTABLE TO THE TOWN ATTORNEY.**

WHEREAS, The Town adopted the Circulation Element as part of the General Plan of July 2001; and

WHEREAS, at the February 11, 2014 Town Council Meeting, Council directed staff to advertise a Request for Proposal to update the Circulation Element; and

WHEREAS, The Town received three proposals to provide Traffic & Transportation Engineering services to update the Circulation Element; and

WHEREAS, the Town determined that all three consultants were capable of doing the work.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis does hereby accept the proposal of _____ in the amount of \$ _____ and directs the Town Manager to enter into a contract agreement with the consultant acceptable to the Town Attorney.

PASSED AND ADOPTED this 10th day of June, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

**LOOMIS CIRCULATION ELEMENT UPDATE
PROPOSAL REVIEW (MAY 2014)**

| # | EVALUATION CRITERIA (estimated cost \$80-\$120k) | SCORING | OMNI-MEANS | | | | | | DKS | | | | | | KD ANDERSON | | | | | |
|---|--|---------------------------|------------|--------|--------|----|--------|----|--------|--------|--------|----|--------|----|-------------|--------|--------|----|--|--|
| | | | T M | P W | P L | F | T M | F | T M | P W | P L | F | T M | F | T M | P W | P L | F | | |
| 1 | SUCCESSFUL PLANNING AND ENGINEERING WITH DOWNTOWN MASTER PLAN PROJECTS. | 1-5 | 3 | 4 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 3 | 3 | 4 | 3 | 3 | 4 | 2 | | |
| 2 | PREVIOUS PROJECT REFERENCES. | 1-5 | 3 | 3 | 2 | 4 | 4 | 3 | 3 | 3 | 3 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | | |
| 3 | UNDERSTANDING OF THE WORK TO BE COMPLETED. | 1-5 | 3 | 4 | 3 | 4 | 4 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 3 | 4 | 4 | 4 | | |
| 4 | DIRECT PROJECT TEAM EXPERIENCE, AND KEY PERSONNEL QUALIFICATIONS. | 1-5 | 3 | 3 | 3 | 3 | 3 | 4 | 2 | 2 | 3 | 3 | 4 | 3 | 4 | 3 | 3 | 3 | | |
| 5 | PROPOSED TIME SCHEDULE AND BUDGET. | 1-5 | 3 | 3 | 1 | 3 | 3 | 5 | 4 | 3 | 4 | 4 | 3 | 4 | 3 | 4 | 3 | 3 | | |
| 6 | COMPLIANCE WITH INSURANCE REQUIREMENTS. | YES - 5 PTS NO - 0 PTS | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 2.5 | 5 | | |
| 7 | ACQUIRE FUNDING SOURCES TO PAY FOR THE PS&E PREPARATION AND CONSTRUCTION OF THE PROJECT. | YES - 5 PTS NO - 0 PTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | INDIVIDUAL POINTS | | 20 | 22 | 17 | 22 | 22 | 25 | 21 | 20 | 24 | 20 | 20 | 21 | 20 | 21 | 20.5 | 20 | | |
| | Average | | 20.25 | | | | | | 22.50 | | | | | | 20.875 | | | | | |
| | SELECTION | | | | | | | | | | | | | | | | | | | |

| Town of Loomis Transportation / Circulation Update Cost Estimate | | | | | | |
|--|--|--------------------|----------------------------|-----------------|-----|-------|
| Phase / Task | Description | Personnel Hours | | | | Total |
| | | Principal Engineer | Traffic Engineer / Planner | Tech / Clerical | | |
| PHASE 1 - BEGIN THE PROCESS OF DISCUSSING TRAFFIC / CIRCULATION IN LOOMIS | | | | | | |
| 1.1 | Initiation Meeting | 3 | 0 | 0 | 3 | |
| 1.2 | Attend Town Council Meeting | 3 | 0 | 0 | 3 | |
| 1.3 | Obtain, Review and Summarize Available Documents | 2 | 8 | 0 | 10 | |
| 1.4 | Review and Summarize Town of Loomis Documents, including Circulation Element Policies / Diagram and Master Plans | 4 | 8 | 0 | 12 | |
| 1.5 | Describe Traffic Operating Existing Conditions | 8 | 16 | 0 | 24 | |
| 1.6 | Report Downtown Implementation Plan Parking Survey Results | 2 | 0 | 2 | 4 | |
| 1.7 | Summarize Previous Findings | 4 | 0 | 0 | 4 | |
| 1.8 | Review and Summarize Key Issues now required or addressed by other Circulation Elements | 2 | 4 | 0 | 6 | |
| 1.9 | Identify Current Caltrans Standards and Policies | 2 | 2 | 0 | 4 | |
| 1.10 | Identify Speed Data | 0 | 2 | 0 | 2 | |
| 1.11 | Prepare Technical Memo #1 | 12 | 12 | 12 | 36 | |
| 1.12 | Finalize Technical Memo #1 | 2 | 2 | 2 | 6 | |
| | <i>Subtotal</i> | 44 | 54 | 16 | 114 | |
| PHASE 2 - OUTREACH / PUBLIC INPUT | | | | | | |
| 2.1 | Conduct Community Public Workshop to Review Tech Memo #1 | 6 | 4 | 2 | 12 | |
| 2.2 | Review Results of Community Input and Provide Direction for Evaluation | 4 | 2 | 0 | 6 | |
| | <i>Subtotal</i> | 10 | 6 | 2 | 18 | |
| PHASE 3 - EVALUATE WHAT WE NEED TO DO TO MEET TOWN GOALS | | | | | | |
| 3.1 | Update Town of Loomis Traffic Model | 4 | 40 | 0 | 44 | |
| 3.2 | Identify Circulation System Options for Evaluation | 4 | 4 | 0 | 8 | |
| 3.3 | Evaluate Future Traffic Operations | 12 | 24 | 0 | 36 | |

KDA

**Town of Loomis Transportation / Circulation Update
Cost Estimate**

| Phase / Task | Description | Personnel Hours | | | | Total |
|--|---|--------------------|----------------------------|-----------------|------------|-------|
| | | Principal Engineer | Traffic Engineer / Planner | Tech / Clerical | | |
| 3.4 | Photograph Improvement Locations | 4 | 0 | 0 | 4 | |
| 3.5 | Examples of Improvements Elsewhere | 1 | 4 | 0 | 5 | |
| 3.6 | Reconnaissance Topographic Level Survey (5 sites) | 0 | 0 | 0 | 0 | |
| 3.7 | Biological Constraints Assessment | 0 | 0 | 0 | 0 | |
| 3.8 | Prepare Technical Memo #2 | 12 | 12 | 12 | 36 | |
| 3.9 | Finalize Technical Memo #2 | 4 | 4 | 4 | 12 | |
| | <i>Subtotal</i> | <i>41</i> | <i>88</i> | <i>16</i> | <i>145</i> | |
| PHASE 4 - OUTREACH / PUBLIC INPUT | | | | | | |
| 4.1 | Conduct Community Public Workshop to Review Tech Memo #2 | 6 | 6 | 2 | 14 | |
| 4.2 | Stakeholder Meetings (3) | 9 | 0 | 0 | 9 | |
| 4.4 | Attend Planning Commission or Town Council Meeting | 3 | 0 | 0 | 3 | |
| 4.5 | Review Results of Community Input and Provide Direction for Evaluation | 4 | 4 | 4 | 12 | |
| | <i>Subtotal</i> | <i>22</i> | <i>10</i> | <i>6</i> | <i>38</i> | |
| PHASE 5 - EVALUATE DRAFT FINAL PLAN | | | | | | |
| 5.1 | Evaluate Future Traffic Operations under Draft Final Plan | 12 | 12 | 0 | 24 | |
| 5.2 | Prepare Updated Circulation Element Text | 10 | 8 | 4 | 22 | |
| 5.3 | Prepare Traffic Impact Analysis Report | 12 | 8 | 8 | 28 | |
| | <i>Subtotal</i> | <i>34</i> | <i>28</i> | <i>12</i> | <i>74</i> | |
| PHASE 6 - OUTREACH / PUBLIC INPUT | | | | | | |
| 6.1 | Conduct Community Public Meeting to Review Draft Final Report | 6 | 4 | 2 | 12 | |
| 6.2 | Attend Planning Town Council Meeting | 4 | 0 | 0 | 4 | |
| 6.3 | Review Results of Community Input and Provide Direction for Final Revisions | 4 | 2 | 0 | 6 | |
| 6.4 | Finalize Documents | 4 | 4 | 4 | 12 | |
| | <i>Subtotal</i> | <i>18</i> | <i>10</i> | <i>6</i> | <i>34</i> | |



**Town of Loomis Transportation / Circulation Update
Cost Estimate**

| Phase / Task | Description | Personnel Hours | | | | Total |
|--|---|--------------------|----------------------------|-----------------|--|--------------------|
| | | Principal Engineer | Traffic Engineer / Planner | Tech / Clerical | | |
| PHASE 7 - FINAL SUPPORT | | | | | | |
| 7.1 | Support CEQA | 2 | 2 | 0 | | 4 |
| 7.2 | Attend Town Council Meeting | 3 | 0 | 0 | | 3 |
| | <i>Subtotal</i> | 5 | 2 | 0 | | 7 |
| PHASE 8 - PROJECT MANAGEMENT COORDINATION WITH TOWN STAFF | | | | | | |
| 8.1 | Prepare Monthly Status Reports | 10 | 0 | 10 | | 20 |
| 8.2 | Attend Update Meetings (5) | 10 | 0 | 0 | | 10 |
| | <i>Subtotal</i> | 20 | 0 | 10 | | 30 |
| | Total Man Hours | 194 | 198 | 68 | | 460 |
| | Billing Rates | \$135 | \$120 | \$50 | | |
| | KDA Labor Cost | \$26,190 | \$23,760 | \$3,400 | | \$53,350.00 |
| | Direct Costs (ten a.m./p.m. counts @ \$290 plus 25 24-hr volume / speed counts @ \$135) | | | | | \$6,275.00 |
| | RCE Engineering – Topographic Services | | | | | \$6,400.00 |
| | ECORP – Biological Services | | | | | \$6,600.00 |
| | BASE PROPOSAL TOTAL | | | | | \$72,625.00 |
| OPTIONAL TASKS | | | | | | |
| 1.1 | Radar Speed Surveys 20 @150 each | - | - | - | | \$3,000.00 |
| 3.4 | Downtown Parking Utilization Survey | 4 | 16 | 24 | | \$3,660.00 |
| 4.3 | Neighborhood Meetings (3) | 12 | 0 | 6 | | \$1,920.00 |
| | <i>Subtotal Optional Costs</i> | | | | | \$8,580.00 |
| | PROPOSAL WITH OPTIONAL COSTS | | | | | \$81,205.00 |

Note: KDA's labor billing rates reflect direct costs, indirect cost / admin of 1.82 and 8% profit.

KD ANDERSON & ASSOCIATES

PERSONNEL FEE SCHEDULE

January 1, 2014 through December 31, 2015

| Classification | Staff Member | Billing Rate |
|-----------------------|---|---------------------|
| Principal Engineer | Kenneth Anderson | \$135 per hour |
| Traffic Engineers | Michael Becker Jonathan Flecker Wayne Shijo | \$120 per hour |
| Technician / Clerical | Laura Terry | \$50 per hour |
| Mileage | | Current IRS Rate |

Other project-related expenses will be invoiced at the cost incurred

KDA



Professional Services Hourly Rate and Expense Schedule
(Effective through December 31, 2014*)

Engineering

| | |
|------------------------|-------|
| Principal | \$155 |
| Senior Engineer | \$150 |
| Project Manager | \$135 |
| Project Engineer | \$110 |

Surveying

| | |
|--|-------|
| Licensed Land Surveyor | \$150 |
| One Man Field Crew (GPS and/or Robotic)..... | \$190 |
| Two Man Field Crew | \$250 |
| Three Man Field Crew..... | \$310 |

Technical Support

| | |
|---------------------|-------|
| Designer | \$110 |
| Cadd Operator | \$105 |

Administrative

| | |
|----------------|------|
| Clerical | \$65 |
|----------------|------|

| | |
|--|-------|
| <u>Expert Witness (Depositions and Trial)</u> | \$270 |
|--|-------|

Expense Rate Schedule

| | |
|--|------------------|
| Auto Mileage | \$0.565 per mile |
| (Mileage rate subject to change based on IRS guidelines) | |

| | |
|-----------------------------|---------------|
| Other Expenses | Cost Plus 10% |
|-----------------------------|---------------|

Outside Consultants, Reproduction, Travel and Expenses, Delivery Service

*Subject to increase beyond this date.



SCOPE OF WORK AND COMPENSATION

Task 1 – Reconnaissance Level Survey (Budgetary-for 5 sites) \$6,400

The proposed project includes the preparation of a reconnaissance level survey for 5 sites as identified in the attached exhibit map. Our work approach would be as follows:

1. Print out Google photos of each site, numbered in order, covering about 500 feet per sheet.
2. Print out all photos (about 300) and number each photo.
3. Walk each site taking pictures with two people.
4. Identify the following information of each sheet.
 - A. Driveway locations
 - B. Photo number location.
 - C. Visible underground and utilities. No dips or sizes.
 - D. Width of centerline to fog line as determined by Google.
 - E. Approximate right of way line with dimension (if known).

Deliverables:

- ***Google aerial photo plan and street level photos (pdf, 2 hardcopies)***

Task 1: Biological Constraints Assessment

A reconnaissance-level site investigation of the five (5) assumed project locations will be conducted to determine the general extent of vegetation communities, potential habitat for special-status species, trees that are regulated under the City of Loomis and the Placer County tree ordinances, and potential Waters of the U.S., including wetlands. This assessment also evaluates available baseline information, including aerial photography, soil data, California Natural Diversity Database (CNDDDB) occurrences records, special-status species distributive data, and other appropriate references to determine potential project-related constraints.

Deliverables:

Draft and final constraints report - A preliminary constraints report will be prepared to include discussions of the potential biological resources constraints. This will include a discussion of existing habitats, potentially occurring special-status species, and regulatory requirements regarding waters of the U.S.

Assumptions:

This assessment does not include a detailed tree/arborist survey or a formal wetland delineation in accordance with U.S. Army Corps of Engineers, and does not include focused surveys (e.g., protocol-level presence/absence surveys) intended to support Section 7 Consultation with either the United States Fish and Wildlife Service (USFWS) or the National Oceanic and Atmospheric Administration (NOAA)/National Marine Fisheries Service (NMFS) regarding potential project-related effects to federally-listed anadromous fish species.

Task 1 Cost Estimate:

\$6,600

Loomis Anderson Transportation Plan
P-14-186
April 28, 2014

| Overhead rate: 2.4596 | | | 2.4596 | 10% | |
|------------------------------|----------------------------------|------------------|----------------|---------------|---------------------|
| Staff | Classification | Base rate | OH Rate | Profit | Billing Rate |
| Chris Stabenfeldt | Senior Environmental Planner | \$57.69 | \$141.89 | 1.10 | \$219.54 |
| Tom Scofield | Senior Biologist | \$45.49 | \$111.89 | 1.10 | \$173.11 |
| Daria Snider | Biologist | \$34.25 | \$84.24 | 1.10 | \$130.34 |
| Brian Fedrow | Technical Editor | \$41.60 | \$102.32 | 1.10 | \$158.31 |
| Jeff Swager | Mapping | \$40.19 | \$98.85 | 1.10 | \$152.95 |
| Tonni Clark | Project Administration/Contracts | \$38.46 | \$94.60 | 1.10 | \$146.36 |
| Wendy Garner | Clerical/Production | \$21.27 | \$52.32 | 1.10 | \$80.94 |



May 2, 2014

Mr. Brian Frাগiao, Director of Public Works
Town of Loomis
Public Works Department
3665 Taylor Road
Loomis, CA 95650

8950 Cal Center Drive
Suite 340
Sacramento, CA 95826
916.368.2000
www.dksassociates.com

**Subject: Cost Proposal
Loomis Transportation Plan Update**

Dear Brian:

As requested, DKS Associates has prepared this cost proposal as a separate submittal to our proposal for the Loomis Transportation Plan. The attached Table 1 provides the hours by person and the costs by task to conduct the Scope of Services in our proposal.

The estimated total cost to conduct our proposed work scope is \$107,072. The costs in this table include all labor and other direct costs (auto travel, speed surveys and traffic counts). DKS will use one subcontractor, Nichols Consulting Engineering, who are licensed users of StreetSaver with experts in pavement management. We will also use a service (NDS/ATD) to conduct traffic counts and speed survey.

Based on discussions with Town staff, we have assumed that speed surveys will be conducted at 40 locations and that data collection is estimated at \$2,600. We have estimated that 24 hour traffic counts are needed at 40 locations and peak period turning movement counts are needed at 20 Intersections. The traffic counts are estimated to cost \$10,000.

As requested, Table 1 provides the billing rates for each member of our project team. These rates have a breakdown, including overhead plus fringe and profit. Also provided in Table 1 are reimbursable expenses (travel, reproduction, traffic counts, speed surveys and a cost to MTC for StreetSaver).

The estimated costs reflect the assumptions outlined in our proposed scope of work. There are some assumptions that may need to be revised based on discussions with the Town, particularly the following:

- Number of circulation alternatives requiring full quantitative analysis
- Level of parking inventory and analysis required

As our references will attest, DKS is known for developing cost-effective approaches to complex projects. The Town needs several elements to be accomplished:

- 1) New data collection, including traffic counts and speed surveys
- 2) Working with stakeholders to define alternative future scenarios that should be evaluated
- 3) Update of assumptions/inputs for the Town's travel demand model and use of that model to prepare forecasts for alternative future scenarios
- 4) Analysis and documentation of alternative transportation scenarios
- 5) Setting up the Town's pavement management software.



These elements are all major efforts that are important to the Town and require adequate resources. However, we are always willing to discuss ways that we could modify a scope to reduce the budget if needed.

Table 2 provides the hours and costs for Nichols Consulting Engineers, including costs for the optional tasks related to the Town's pavement management system (outlined in Task 2d of our work scope). The costs for NCE's Tasks A and B are included in our Table 1 project costs. We have not included the \$13,552 cost for the optional tasks related to the Town's pavement management system (NCE Tasks C, D and E) in our Table 1 costs.

As a principal of DKS, I the undersigned, hereby present this cost proposal to the Town of Loomis as a firm offer of DKS for 90 days from the date of submittal. I have the authority to negotiate and contractually bind DKS. I can be reached at the phone number and address on our letterhead.

This is an exciting undertaking by the Town and an exciting opportunity for DKS. We would welcome to join with you in this effort and we look forward to your response. Please call if you have questions.

Sincerely,
DKS Associates

A handwritten signature in blue ink that reads 'John P. Long'.

John P. Long, P.E.
Principal

**Table 1: Estimated Staff Hours and Costs
Loomis Transportation Plan Update**

| Task | DKS Hours | | | | NCE Hours | | | Total Hours | Travel and Reproduction | MTC | Counts/Speed Surveys | Cost |
|---|-----------|---------------|--------------|-------------|-----------|-----------|--|-------------|-------------------------|---------|----------------------|-----------|
| | John Long | Dave Tokarski | Cameron Shew | Margot Yapp | J Crow | D Blivins | | | | | | |
| 1a Project Management and Coordination | 8 | 48 | | | | | | 56 | | | | \$8,269 |
| 1b Initial Meeting and Update Meetings | 2 | 50 | | | | | | 52 | \$390 | | | \$7,545 |
| 1c Stakeholder Meetings | 2 | 18 | | | | | | 20 | \$120 | | | \$2,991 |
| 1d Community Workshop Meetings | | 18 | | | | | | 18 | \$120 | | | \$2,530 |
| 1e Neighborhood Meetings | | 18 | | | | | | 18 | \$120 | | | \$2,530 |
| 1f Town Council Meetings | 4 | 24 | | | | | | 28 | \$160 | | | \$4,295 |
| 2a Review of Transportation Data and Documentation | 4 | 32 | | | | | | 36 | | | | \$5,206 |
| 2b Update 2005-2008 Traffic Counts | | 4 | 16 | | | | | 20 | | | \$10,000 | \$12,049 |
| 2c Update of 2001-2010 Model Runs | | 60 | 20 | | | | | 80 | | | | \$9,925 |
| 2d Update of 2000 Pavement Management | | | | 18 | 70 | 72 | | 160 | \$3,096 | \$2,000 | | \$23,698 |
| 2e Update of 2009-2011 Speed Survey Data | | 4 | 40 | | | | | 44 | | | \$2,600 | \$6,920 |
| 2f Update of 1997 Downtown Loomis Parking and Circulation Study | 8 | 32 | | | | | | 40 | | | | \$6,127 |
| 3 Update Circulation Element | 12 | 80 | 16 | | | | | 108 | | | | \$14,989 |
| Total Hours | 40 | 388 | 92 | 18 | 70 | 72 | | 662 | | | | |
| Hourly Salary Rate | \$75.00 | \$43.59 | \$30.80 | \$78.84 | \$34.18 | \$28.33 | | | | | | |
| Overhead + Fringe | 179.22% | 179.22% | 179.22% | 189% | 189% | 189% | | | | | | |
| Profit | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | |
| Billing Rate | \$230.36 | \$133.88 | \$94.60 | \$250.63 | \$108.66 | \$90.06 | | | | | | |
| Labor Cost | \$9,214 | \$51,947 | \$8,703 | \$4,511 | \$7,606 | \$6,484 | | | \$4,006 | | \$12,600 | \$107,072 |

**Table 2: NCE's Cost Proposal
City of Loomis
Pavement Management System Update & Technical Assistance**

| Task Description | Hourly Breakdown by Personnel | | | Total Costs |
|--|-------------------------------|------------------|----------------|------------------|
| | Project Manager | Project Engineer | Technician | |
| A.1 Kickoff Mtg | 6 | | | \$ 1,786 |
| A.2 Import database into StreetSaver | | 4 | | \$ 2,456 |
| A.3 Update M&R History | | 8 | | \$ 1,012 |
| A.4 Budgetary Analysis & Report | 8 | 45 | | \$ 7,463 |
| B. Condition Surveys and PCI Calculations | 4 | 13 | 72 | \$ 10,981 |
| Totals | 18 | 70 | 72 | \$ 23,698 |
| Base Hourly Rate to Employee | \$78.84 | \$34.18 | \$28.33 | |
| Actual Fully Loaded Hourly Rate For Reference Only (Includes Fringe, OH & Profit) | \$251 | \$109 | \$90 | |

| Optional Tasks | | | | |
|---------------------------------|-----------|-----------|--|------------------|
| C. GIS Linkage | | 16 | | \$ 3,524 |
| D. Presentation | 8 | 4 | | \$ 2,904 |
| E. Technical Support & Training | 8 | 44 | | \$ 7,124 |
| Totals | 16 | 64 | | \$ 13,552 |

Assumptions & Notes

- Task A.2 assumes City has not yet imported database into StreetSaver.
- Task A.3 assumes 14 years of M&R history will be entered into StreetSaver database.
- Task B assumes 30 miles of streets to be surveyed.
- Task C includes \$2000 MTC fee to migrate the City's GIS shapefile to StreetSaver.
- Task D includes one pavement management presentation.



TOWN OF LOOMIS
REQUEST FOR QUALIFICATION
FOR THE UPDATE PREPARATION
OF THE

Loomis Transportation Plan

Contact: Brian Fragio
Director of Public Works/ Town Engineer
Public Works Department
3665 Taylor Road
Loomis, CA 95650
bfragiao@loomis.ca.gov

DEADLINE FOR PROPOSAL SUBMITTAL:
May 2, 2014
By: 4:00 PM, postmarks not accepted

**LOOMIS TRANSPORTATION PLAN
REQUEST FOR QUALIFICATIONS
TABLE OF CONTENTS**

1.0 INTRODUCTION/BACKGROUND.....2
2.0 REFERENCE MATERIAL.....3
3.0 RFP SCOPE OF SERVICES..... 3
3.1 Project Management And Coordination..... 3
3.2 Public Outreach4
3.3 Transportation Inventory and Data Collection 5
4.0 PROPOSAL SUBMITTAL5
5.0 INSURANCE REQUIREMENTS.....7
6.0 PROPOSERS' QUESTIONS.....8
7.0 SELECTION PROCESS8
8.0 PROPOSAL SCHEDULE8

1.0 INTRODUCTION/BACKGROUND

The Town of Loomis was incorporated in 1984 and encompasses roughly 7 square miles in Western Placer County. Loomis is situated north of the City of Rocklin and south of the communities of Penryn and Newcastle. The current population is roughly 6,500 and the forecast growth is 12,000 by 2025.

At the February 11, 2014 Town Council meeting, Council directed staff to begin the process of updating the Town's Transportation plan to meet short and long term goals. The best way to approach existing and future transportation conditions in Loomis is to update the current Circulation Element within the Town's existing General Plan. Since the adoption of the General Plan in 2001, several documents have been prepared and should be incorporated into the updated Transportation Plan:

- Development Manual
- Construction Standards
- Bike Master Plan
- Trails Master Plan
- Town Center Implementation Plan
- Neighborhood Traffic Calming Program

Updating of this document will trigger updating of several existing documents and data:

- 2005 - 2008 Traffic Counts Data
- 2001 – 2010 Traffic Model Runs. The City of Rocklin 2020 Model was used.
- 2000 Pavement Management Plan. In 2010, Loomis acquired the Street Saver Program, but has not utilized it at this time.
- 2009 - 2011 Speed Survey Data
- 1997 Downtown Loomis Parking and Circulation Study

As part of this process, the Town's Capital Improvement Program will also be looked at and recommendations will be made to better prioritize future projects.

The updating of this document will help the Town re-focus efforts and resources toward new transportation priorities that will alleviate traffic congestion and allow better circulation within the community. The update will also assist in helping Loomis to acquire outside funding and grants that can be utilized in locations that are warranted.

The Town's goal is to have the updated document by early 2015. This will allow staff to present the new information to the Town Council for budget consideration. The Environmental process will be conducted by the Town's Planning Department.

2.0 REFERENCE MATERIAL

The following documents are available as reference:

1. Town General Plan

<http://loomis.ca.gov/uploads/final%20general%20plan.pdf>

2. Town Bike Master Plan

[http://loomis.ca.gov/filesystem/LOOMIS Bike Transportation Plan 2010 entire document compressed.pdf](http://loomis.ca.gov/filesystem/LOOMIS_Bike_Transportation_Plan_2010_entire_document_compressed.pdf)

3. Town Trails Master Plan

[http://loomis.ca.gov/filesystem/LOOMIS Trails Master Plan 2010 entire document compressed.pdf](http://loomis.ca.gov/filesystem/LOOMIS_Trails_Master_Plan_2010_entire_document_compressed.pdf)

4. Downtown Implementation Plan

http://www.loomis.ca.gov/mp_loomis.html

3.0 RFP SCOPE OF SERVICES

The proposal submitted in response to this Request For Qualifications (RFQ) shall present the qualifications of the assigned staff and any sub consultants to meet the objectives of the requested services. The proposal's required work effort, approach, and schedule shall address the tasks of the project. The estimated project duration is eight to ten months, beginning with a Notice to Proceed.

3.1 Project Management and Coordination

The consultant shall be responsible for project management activities, including:

- Setup and facilitation of Project Development Team (PDT) meetings, interagency meetings, field reviews, and other project-related meetings. Consultant shall prepare meeting agendas, meeting minutes, and meeting sign-in sheets for all meetings.
- Coordination with other agencies as needed for meetings, engineering studies, permits and other project related tasks. Coordination may be anticipated with the California Department of Transportation (Caltrans), local, state and federal environmental agencies, Union Pacific Railroad and other private and public agencies.
- The Town's Director of Public Works shall be kept abreast of all coordination with outside agencies, prior to any meeting with an outside agency or organization.
- Adherence to project schedule and budget.
- The consultant shall prepare monthly status reports to be submitted with invoices. The status report should outline all activities for which charges have been made by the consultant or sub-consultants.

3.2 Public Outreach

At a minimum, the consultant shall include the following meetings and public outreach workshops in the proposal:

Initial meeting & Update meetings (10 meetings) – These meetings will involve the consultant and Town Staff. Discuss current and future scheduling and status of work being done or completed. These meetings will also include the environmental process.

The consultant is responsible for preparing technical materials/maps for the meeting.

Stakeholder Meetings (3 meetings) – Town staff will identify, with assistance from consultant, key stakeholders to participate in the public meetings and surveys. Stakeholders may include, but are not limited to: Property owners, farmers, bicycle clubs, business interests, advocacy groups, representatives from area schools, service agencies, and other members of the community as appropriate.

Community Workshop Meetings (3 meetings) – This meeting will introduce the Transportation Plan project and the process, identify the Town's initial short and long term goals, identify project scheduling and obtain public input regarding the Plan.

The facilitator (Consultant) is responsible for developing a meeting format and agenda to best meet the goals of the meeting, hosting the meeting (in association with Town staff) and providing meeting minutes.

The consultant is responsible for preparing technical materials/maps for the meeting.

The consultant (with the assistance of Town Staff) will identify methods for public outreach and preparing and distributing notices/flyers.

Neighborhood Meetings (3 meetings, if needed) – These meetings will summarize the results of the public outreach/stakeholder meetings and present the findings/preliminary conclusions of the Plan to specific affected areas in Town.

Facilitator is responsible for developing a meeting format and agenda to best meet the goals of the meeting, hosting neighborhood meeting(s) (in association with city staff), documenting attendance, and providing meeting minutes.

Consultant is responsible for preparing materials/maps for the meeting.

The consultant shall obtain the Director of Public Works approval of all material prior to the public meetings.

Town Council Meetings (4 meetings) – These meeting will present the document and amended information for approval and adoption.

Consultant is responsible for preparing materials/maps for the meeting.

The consultant shall obtain the Director of Public Works approval of all material prior to the public meetings.

3.3 Transportation Inventory and Data Collection

The consultant is responsible for:

- Review of existing planning documents (to be provided by Town).
- A record search of as-built plans (access to plans provided by Town) for nearby roadway, flood control and utility projects.
- A photo inventory of proposed improvement areas.
- Comparison of other similar facilities around the state, including their operational characteristics.
- Participation in interviews with key Town staff and stakeholder representatives.
- Reconnaissance level field topographical and biological field surveys, identifying opportunities and constraints.

As mentioned earlier, the consultant will have to update the following:

- **2005 - 2008 Traffic Counts Data.** Collect new data at locations specified and/or agreed upon by the Director of Public Works.
- **2001 – 2010 Traffic Model Runs.** Agree on an acceptable traffic model and provide new data. Consideration of a 2035 build-out.
- **2000 Pavement Management Plan.** In 2010, Loomis acquired the Street Saver Program, but has not utilized it at this time. Street dimensions have been collected and should be verified and used as input to the program.
- **2009 - 2011 Speed Survey Data.** Collect new speed data at locations used in the existing survey and/or agreed upon by the Director of Public Works.
- **1997 Downtown Loomis Parking and Circulation Study.** Update the document to current conditions.

In the proposed budget breakdown, please provide a separate line item cost for each update.

4.0 PROPOSAL SUBMITTAL

4.1. Proposal Format

The Proposal shall not exceed 25 single-sided printed pages excluding cover letter, table of contents, resumes, and photos. The proposal shall respond to all of the information requested in this RFP and shall include the following as a minimum:

Project Overview

Provide a narrative description of the project based on knowledge of the project area, prior experience, and specialized knowledge of Transportation and Traffic Circulation, Traffic Congestions, Level of Service, Traffic Modeling, Capital Improvement Programs, bicycle and pedestrian transportation facilities, pavement management plans and other related knowledge. Include issues that you believe will require special consideration for this project. Also, identify

unique approaches or strengths that your firm may have related to this project. The Town will assess your understanding of all aspects of the project based on the overview.

Scope of Work

The proposal shall provide a description of the required tasks and duties for preparation of all project submittals and administration. The description shall include details to implement all tasks. List anticipated deliverables and assumptions used in development of the work tasks as well as assistance expected from Town staff.

Project Schedule

The proposal shall provide a project schedule showing key project milestones and deliverables. Assumptions used in developing the schedule shall be identified.

Project Team Qualifications

Provide an organizational diagram showing the principal in charge, project manager, key staff, and any subconsultants that will be working with the project team. Describe the qualifications, experience, and proposed project responsibilities of each key team member. A general description of the company including the geographic location of where the work will be performed shall be identified. Resumes may be included in an appendix.

Specialized Experience and Qualifications

Provide project examples your project team has completed in the last 5 years that are similar in nature and scope to this project. Include a contact list with client names, addresses, and telephone numbers. Identify project team members that worked on the project and their role and responsibility. Include projects where there was significant involvement from individuals who are part of the proposed team.

References

The proposal shall provide a list of client references with contact information. A minimum of three client references are required (preferably public agencies).

Required Statements

Firms submitting a Proposal in a response to this RFQ must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the Town of Loomis once submitted.

Firms must provide a statement disclosing any relationships that project team members may have with landowners or developers within in the study area; with the Town of Loomis; any relevant boards, council members or commissions, committees, etc on which they sit; or any other possible conflicts of interest that could be construed as interfering with consultant's ability to analyze routes impartially, or may have an impact on any potential construction project based on the report's findings.

Signature

The proposal shall be signed by an official, authorized to bind the firm and shall expressly state the proposal is valid for 90 days.

Supportive Information

Supportive information may include resumes, photos, brochures, and is up to the proposer's discretion. Resumes shall not exceed one page per person, and must show positions held, along with the type of degrees and licenses including the year they were received. Supporting documents including resumes shall not be more than 10 pages.

Cost Proposal

The consultant shall submit their proposed work hours and project cost estimate. The estimate shall be submitted in a cost plus overhead plus fee format and should include the following detail:

- Work hours for each team member, by task, and total work hours by all members for each task.
- Billable rates of each member of the project team.
- Breakdown of direct costs, profit, indirect rate, and estimated reimbursable expenses.
- Project cost estimates and fee from each sub-consultant on the project team for their portion of the work at the same level of breakdown noted above.

4.2 Proposal Submittal

Ten (10) labeled copies of the proposal with a separate sealed and labeled envelope containing the cost estimate and fee schedules must be received at the Town of Loomis, Public Works Department, 3665 Taylor Road, Loomis, CA 95650, no later than May 2, 2014 at 4:00 P.M. Postmarks will not be accepted.

5.0 INSURANCE REQUIREMENTS

Provide a summary of the firm's (and sub-consultants) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are:

Policy Coverage

- (a) Commercial General Liability, including Broad Form Contractual and Personal Injury
Bodily Injury and Property Damage: \$1,000,000
Each Person, Each Occurrence, Bodily Injury and Property Damage: \$2,000,000 Aggregate
- (b) Automobile Liability, including Owned (if any), Hired and Non-Owned Auto vehicles
Bodily Injury: \$100,000 Each Person
\$300,000 Each Occurrence
Property Damage:
\$100,000 Each Occurrence

Policy Coverage

(c) Worker's Compensation (*Note: Waiver of Subrogation is required for this project.*)

Statutory

(d) Professional Liability, including Errors, Omissions, Malpractice (if applicable), Negligent Performance

All Damages: \$1,000,000 on a Claims-Made Annual Aggregate Basis

6.0 PROPOSERS' QUESTIONS

All questions from proposers shall be made in writing to Brian Fragio, Public Works Department, 3665 Taylor Road, Loomis, CA 95650 or email to bfragiao@loomis.ca.gov no later than 10 days before the deadline. All answers to the questions will be provided the next week.

There will be no pre-proposal meeting.

7.0 SELECTION PROCESS

The Town will use a combination of objective and subjective criteria to determine each consultant's suitability to perform this work. Evaluation criteria for the proposals are as follows:

1. Successful planning and engineering experience with transportation and traffic circulation projects.
2. Previous project references.
3. Understanding of the work to be completed.
4. Direct project team experience, and key personnel qualifications.
5. Proposed time schedule and budget.
6. Compliance with insurance requirements.

The Town's selection committee will review all proposals based upon the above-stated criteria, and at their discretion, will award the contract to the top ranked consultant, or will select the top 2 consultant teams which will be invited to make individual presentations. Final selection will be at the discretion of the Town of Loomis Town Council.

8.0 PROPOSAL SCHEDULE

The following schedule is anticipated for awarding this project. If a change in this schedule becomes necessary, all recipients of the RFQ will be notified.

RFQ Released: February 24, 2014

Questions due to Director of Public Works by: April 23, 2014

Answers to RFQ questions: April 28, 2014

Proposal Due (4:00PM): May 2, 2014

Screening and Ranking: May 23, 2014

Interviews (if necessary): May 27 – June 6, 2014

Firm Selection: June 10, 2014

Notice to Proceed: July 2014

