

REQUEST FOR PROPOSALS

Professional Civil Engineering Services
for:

STBG Paving Project Design
(Federally funded for Construction)

PROPOSALS DUE: Thursday, June 22, 2023, by 4:00pm

DELIVER TO:

Attn: Merrill Buck, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, in Placer County, California, is seeking proposals from qualified firms to provide civil engineering design, environmental clearance, federal funding authorization package preparation, and design support during construction, for a project that involves dig out repairs, an asphalt overlay, and replacement striping on Brace Road from Sierra College Boulevard to Stone Road and on King Road from Taylor Road to Boyington Road.

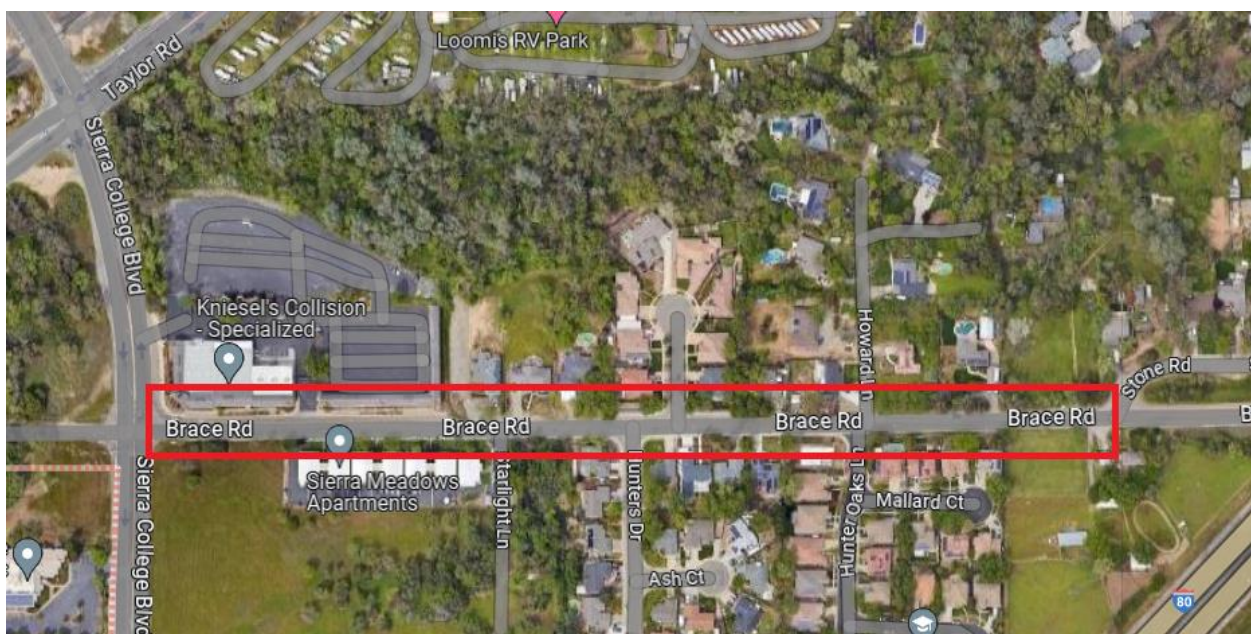
The project is made possible due to a Federal grant which will utilize Surface Transportation Block Grant Program (STBG) funding for the construction phase of the project. The selected firm will therefore be responsible for providing grant administration services, in accordance with the Local Assistance Procedures Manual, as necessary, to prepare the E-76 request for construction.

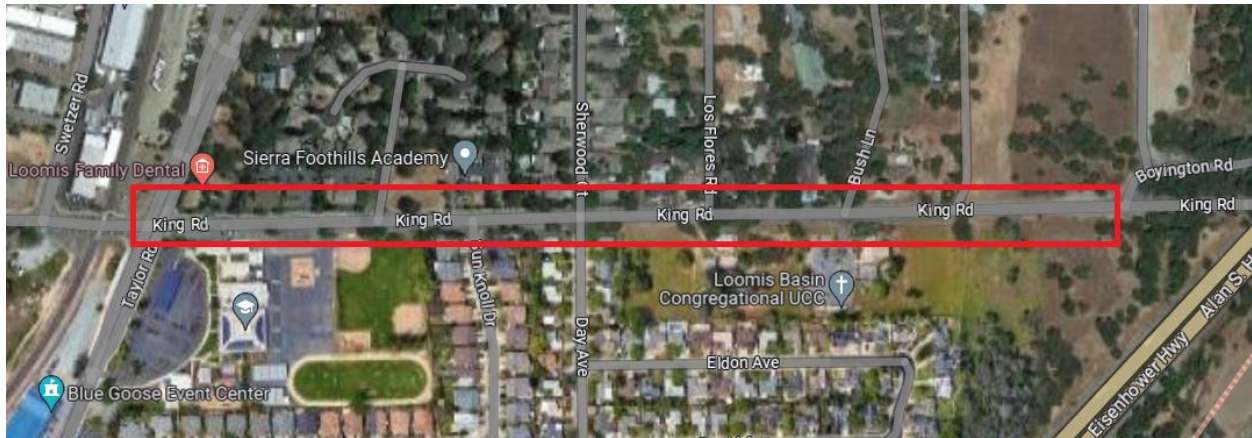
The selected firm should ideally have experience in designing federally funded street resurfacing projects, experience in coordinating with Caltrans Local Assistance, and a working knowledge of the time and coordination necessary to obtain federal NEPA environmental approval.

SCOPE OF WORK

The scope of work will consist of preparation of base sheets, design drawings, details, bid summary, estimate, technical specifications, coordination with Caltrans on completion of NEPA environmental document including the preparation of technical studies, and all other required documents and/or reports resulting from the Preliminary Environmental Study (PES), completion of right of way and utility certifications, and any other tasks necessary to complete the request for and obtain the E-76 request for construction.

The work shall be in accordance with the California Manual on Uniform Traffic Control Devices (MUTCD) (latest version), the Caltrans Standard Plans and Specifications (latest version), and the Town of Loomis Construction Standards.





RFP CONTENT

Submittals should demonstrate an understanding of the Town’s scope of work objectives and describe how the firm proposes to meet those objectives. Suggested content for the proposal, not necessarily in this order, or categorized in this manner, includes the following:

Cover Letter

- Include office location where work is to be done, contact person’s name, telephone number and email address.

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

Work Plan and Availability

- Address how the suggested scope of services will be accomplished.
- Specify the capacity/anticipated level of effort that staff is available to provide to project delivery services to the Town.

Cost

- Provide a matrix showing the estimated hours for each task and the hours that each job classifications is proposed to work on each task.
- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.
- **In a separately sealed envelope**, provide a fee schedule showing the hourly rates for the staff proposed, their corresponding hours on each task and the total not to exceed amount proposed.

Consulting Services Agreement

- State in the proposal the firm’s willingness to accept the terms and conditions of the Town’s Standard Contract for Services Agreement including the required insurance information contained therein.

Supplemental Material (Optional)

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

DELIVERY

Qualifications must be submitted no later than 4:00pm on June 22, 2023. Submit three (3) hard copies and one electronic pdf copy (flash drive or e-mail) to:

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

ANTICIPATED SCHEDULE

RFP Issued:	May 2023
Questions Due:	June 14, 2023 by 5:00pm
Proposals Due Date:	June 22, 2023 by 4:00pm
Interviews (tentative):	Week of July 10 th
Council Award:	August 8, 2023

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, and experience. After those firms deemed the most qualified are short-listed, 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.

The following criteria will be used to evaluate responses to this RFP:

- Project experience and responsibilities held by key personnel.
- Understanding of work scope. Accuracy in estimating hours per task.
- Comprehensiveness of the response to the RFP.
- Satisfaction of prior and current clients (references).

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.

ADDITIONAL INFORMATION

This RFP and supporting documents 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 Merrill Buck, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov by June 14, 2023.