



CITY OF PETALUMA

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Mayor

February 23, 2023

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John Shribbs, Dist. 2
Councilmembers

REQUEST FOR PROPOSAL (RFP) FOR ENVIRONMENTAL, PERMITTING, AND ENGINEERING SERVICES FOR THE CAULFIELD BRIDGE AND EXTENSION PROJECT.

INTRODUCTION

The City of Petaluma Public Works & Utilities Department (The City) is requesting technical proposals from qualified consulting firms interested in providing Environmental, Permitting, and Engineering (Final Design) Services for the Caulfield Bridge and Extension Project.

The City will enter into a Professional Service Agreement (PSA) with the top qualified firm to provide environmental, permitting, and engineering services.

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services
Ellis Creek –
Water Recycling Facility
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Parks & Facility Maintenance
840 Hopper St. Ext.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division
555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations
202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail:
publicworks@cityofpetaluma.org

SCOPE OF SERVICES

The proposed Caulfield Bridge and Extension Project will construct a new 500-foot bascule bridge over Petaluma River, connecting Crystal Lane at Petaluma Boulevard South to Caulfield Lane at Bautista Way for pedestrians, bicyclists, and drivers. The City hired AECOM in 2018 to study and report on the feasibility of the Caulfield Bridge and Extension Project, with the intent to confirm the bridge footprint, begin preliminary approval process with the US Coast Guard, ensure the necessary right-of-way is available, review floodplain impacts, perform sufficient engineering analysis to select the structure type, and update the project development cost estimate to inform the project's final phase. AECOM's reports are attached to this RFP in Attachments F-H.

The City is requesting the qualified Consultant and necessary subconsultants partner with the City to prepare and submit permits and environmental studies, finalize the roadway and bridge design, and provide bid-ready construction documents. The Design Consultant and its team will need to:

- Review existing data, including the attached Technical Memorandum provided by AECOM (Attachment F), and make recommendations regarding any modifications or additional analysis needed.
- Determine, provide, and submit the appropriate environmental documents. AECOM provided an Environmental Clearance Strategy, which is included in Appendix F of Attachment F.
- Determine, provide, and submit all required regulatory approvals/permits. Agencies/groups to be engaged may include: US Coast Guard, US Army Corps of Engineers, San Francisco Bay Regional Water Quality Control Board, National Marine Fisheries Service, California Department of Fish and Wildlife, California State Lands Commission, Caltrans, California Public Utilities Commission, and Native American tribes. AECOM provided a Draft Jurisdictional Delineation, which is included Appendix G of Attachment F.
- Provide survey and mapping services to collect any additional data needed.
- Confirm and, if needed, provide services needed to obtain necessary right-of-way. Right-of-way is anticipated to be adequate for construction of the bridge, with minor adjustments to be determined during final design to accommodate connections to existing roads and planned riverfront improvements.
- Assist in negotiating a new lease agreement with the California State Lands Commission.
- Assess any floodplain impacts and, if needed, provide consultation with FEMA. A Draft Design Hydrology/Hydraulic Report was provided by AECOM and is included in Appendix C of Attachment F. Sea Level Rise Information is also included in Appendix H of Attachment F.
- Create materials for and present at up to 10 public, in-person meetings, including community/neighborhood meetings, Committee/Commission/Board meetings, and City Council meetings. Community engagement efforts are expected to focus on design elements (such as bridge aesthetics, bicycle/pedestrian amenities, gateway features, etc.) and impacts on adjacent properties/neighborhoods.
- Create, implement, and summarize results for up to two online surveys in English and Spanish seeking community feedback on design elements.
- Provide and update bridge renderings to assist in community engagement efforts as the design progresses.
- Attend monthly team meetings (combination of virtual and in-person) for the duration of the contract.
- Provide a Final Geotechnical Report with Recommendations. The Consultant may need to perform additional geotechnical studies and shall provide recommendations for, but not limited to, seismic design criteria, foundation design, and construction. A Preliminary Geotechnical Report was provided by AECOM and is included in Appendix D of Attachment F.
- Provide Structural Design Documents. The Consultant shall prepare a comprehensive Basis of Design Report that includes selecting the design, construction method, and identifying all obstacles and remedies, prepare construction documents for the Caulfield Bridge and Extension Project, provide a construction cost estimate, and provide technical specifications for bidding of the project. The construction documents prepared by the Consultant shall be bid ready.

- Whenever possible, Consultant will prioritize the use of sustainable materials and practices in design development. Materials that meet project needs and specifications with the lowest amount of embodied carbon will be prioritized when selecting construction material. Consultant will follow the EPA’s Comprehensive Procurement Guidelines for Construction Products (<https://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products>) and provide the City with an embodied carbon estimate for overall project(s) using Embodied Carbon in Construction Calculator (<https://www.buildingtransparency.org/>).
- Identify possible funding sources for which this project would be eligible and competitive and support grant applications. (Optional Task)
- Provide Consulting during Construction. The selected Consultant would provide assistance during construction (through the successful completion of the project), including approving submittals and assisting with clarification or changes in the field, (Optional Task).

RESPONSE TO RFP

Technical and Cost Proposals **must** be received by the City of Petaluma by **2:00 PM, Thursday, March 23, 2023**. At or before the time mentioned above, Consultants shall send an email to Bjorn Gripenburg at bgripenburg@cityofpetaluma.org, which shall contain the following three (3) **separate** attachments:

1. Electronic (PDF) copy of the Consultant’s Technical Proposal.
2. Electronic (PDF) copy of the Consultant’s Cost Proposal.
3. Electronic (PDF) copy of the Consultant’s Required Exhibits.

Technical Proposal PDFs for the project shall be limited to a maximum of fifteen (15) single-sided pages, **excluding** necessary Appendices. Specific requirements are described as follows. All electronic attachments should be clearly labeled to make it easy for the City to identify the separate documents.

For questions or clarifications, contact Bjorn Gripenburg at bgripenburg@cityofpetaluma.org or 707-787-7043.

1.0 TECHNICAL PROPOSAL REQUIREMENTS

1.1 COVER LETTER

Provide a cover letter signed by an official authorized to bind the firm, and the letter shall contain a statement that the firm is able to sign the City of Petaluma’s standard PSA (**Attachment A**). Due to firm funding requirements and timelines, no negotiations to any contract language in our PSA will be granted.

1.2 INTRODUCTION

Provide an overview of the firm's qualifications as they relate to providing similar design and construction services to municipal agencies. Include a brief description of your understanding of the project and services to be provided for the City of Petaluma. Identify your project management and technical approach to providing the services for the successful completion of this project.

1.3 PROJECT TEAM ORGANIZATION

Identify proposed team members and work on similar projects; include an organizational chart. List all subconsultants including contact information and areas of expertise. Briefly describe the roles of the prime Consultant and subconsultants. Provide information regarding the size and years in business of your firm and each subconsultant. Identify similar projects the entire team has worked on together and successfully completed.

1.4 TECHNICAL APPROACH / SCOPE OF WORK

Describe your technical approach for completing the scope of services. Identify and detail specific tasks necessary to complete the work. Proposers are encouraged to amplify the scope of work, to identify any supplemental tasks necessary, and to recommend alternatives, to enhance the project or reduce costs.

1.5 REFERENCES

Provide five (5) project-related references with details including project description, name, company, address, email address, and telephone number. Include the Consultant's key team members that worked on each project.

1.6 COST PROPOSAL

The Consultant will perform the services stated in the contract for an agreed amount as compensation. The cost proposal shall define the total contract price to satisfy the scope of services and complete the work as proposed. The Consultant shall provide a rate table for themselves as well as their subconsultants. The rate table will be in effect for a two-year period from the start of the contract. The cost proposal shall include:

- A listing of tasks required to accomplish the proposed scope of services;
- An estimate of the labor hours for each position classification and task including level of effort;
- The proposed hourly fee schedule for calendar year 2023;
- All other reimbursable fees and expenses (noting that the City does **not** pay for lodging, vehicles, and travel time);
- Assumptions upon which the estimate is based; and
- Mark-up on other direct costs (ODC), not to exceed five (5) percent

2.0 SELECTION PROCESS

2.1 EVALUATION CRITERIA

The City's evaluation criteria for submitted proposals is detailed as follows, 100 points total:

- **Completeness of Response (Pass/Fail)**
 - a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed will be considered incomplete and will receive no further consideration.

- **Conflict of Interest Statement (Pass/Fail)**
 - a. Discloses any financial, business, or other relationship with the City of Petaluma that may have an impact upon the outcome of the contract or construction project.
 - b. Lists current clients who may have a financial interest in the outcome of this contractor or the construction project that will follow.
 - c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

- **Qualifications & Experience (25 points)**
 - a. Relevant experience, specific qualifications, and technical expertise of the firm, project team, and sub-consultants to conduct permitting, final design, and construction services.
 - b. Relevant and/or recent experience with moveable bridge projects.
 - c. Relevant experience with bridge projects that include access for pedestrians, bicyclists, and drivers.
 - d. Relevant experience working with permitting agencies for projects in or near waterways.
 - e. Working Relationship with Public Works
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.

- **Team Organization (15 points)**
 - a. Roles and Organization of Proposed Team
 - i. Show adequate and appropriate disciplines of project team for services provided.
 - ii. Identify where team members have previously worked together on similar project(s).
 - b. Project Management Approach
 - i. Show Team is managed by an individual with appropriate experience in similar projects. Provide the time this person is committed to the project.
 - ii. Identify how Team will successfully address all aspects of the planning, design, and construction of this project.
 - iii. List all project constraints and Team's approach to addressing these constraints.
 - iv. Show that the Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
 - c. Roles of Key Individuals on the Team

- i. List all key positions needed to execute work.
 - ii. Show that the Team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project. **Note: Resumes can be included as Appendices and therefore will not count towards the PDF page limits.**
- **Technical Approach and Scope of Services to be Provided (35 points)**
 - a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.
 - b. Identify the technical approach to be followed by the Project Team and how the Project Team will be pro-active to mitigate project issues.
 - c. Include a Detailed Scope of Services to be used.
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Provide a Scope that addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
 - d. Project Deliverables
 - i. Deliverables are appropriate to the schedule and scope set forth in above requirements.
 - ii. Identify key milestones in the project development.
 - e. Proposal responds to the need to assist the City of Petaluma during the project.
 - **Project Schedule (5 points)**
 - a. Schedule shows work completion date.
 - b. Identify the project timeline with all major milestones and required submittals for project management and permitting compliance.
 - c. The schedule should include time for City review of deliverables.
 - d. The schedule should address all knowable phases of the project, in accordance with the general requirements of this RFP.
 - **References (20 points)**
 - a. Provide a minimum of five references for similar projects.

3.0 GENERAL INFORMATION

3.1 NEGOTIATION OF CONTRACT

After selection of the Consultant, the City and the Consultant shall negotiate the contract under which the work shall be performed. All items submitted in the Consultant's proposal shall be subject to negotiation. The Consultant shall familiarize themselves with the City's Professional Services Agreement (PSA), discussed in section 3.2 below. The City does not intend to negotiate on its Professional Services Agreement.

3.2 PROFESSIONAL SERVICES AGREEMENT

The successful firm will be required to execute the City of Petaluma's Standard Professional Services Agreement (see **Attachment A**). The Consultant should assume that no exceptions to

this agreement will be accepted and that any Consultant submitting a proposal must be prepared to execute this agreement without modification.

3.3 ESTIMATED SCHEDULE

Advertisement Date	February 23, 2023
Proposal Due Date	2:00 PM on March 23, 2023
Proposal Selection by City of Petaluma	March 30, 2023
City Council Award	May 15, 2023
PSA Executed / Notice to Proceed Issued	May 29, 2023

If any further information is required, please contact me at 707-787-7043. Your interest in this project is greatly appreciated.

Sincerely,



Bjorn Gripenburg
Project Manager, Public Works & Utilities
City of Petaluma

Enclosures:

- Attachment A: Standard Professional Services Agreement
- Attachment B: Insurance Requirements – Exhibit B
- Attachment C: Living Wage Acknowledgment and Certification Form – Exhibit C
- Attachment D: Prevailing Wage Information – Exhibit D
- Attachment E: Project Location
- Attachment F: Draft Technical Memorandum for the Caulfield Lane Bridge and Extension Project (AECOM)
 - Appendix A: Bridge General Plan USCG Preliminary Clear Determination (p. 5)
 - Appendix B: Traffic Impact Study (p. 14)
 - Appendix C: Draft Design Hydrology/Hydraulic Report (p. 205)
 - Appendix D: Draft Preliminary Foundation Report (p. 300)
 - Appendix E: Cultural Resources Database Search (p. 361)
 - Appendix F: Environmental Clearance Strategy (p. 384)
 - Appendix G: Draft Jurisdictional Delineation (p. 389)
 - Appendix H: Sea Level Rise Information (p. 464)
- Attachment G: Planning Level Cost Estimate (AECOM)
- Attachment H: July 2021 Project Update Presentation (AECOM)