



**REQUEST FOR PROPOSAL (RFP)  
FOR  
ENGINEERING DESIGN SERVICES FOR THE  
SOUTHERN HEIGHTS AND COURTRIGHT  
RETAINING WALL DESIGN**

**September 9, 2019**

**Introduction**

The City of San Rafael (City) hereby requests proposals from qualified consultants for the preparation of contract documents for the Southern Heights at Courtright Retaining Wall Project. It is the intent of the City to hire a qualified consultant who can facilitate environmental compliance, permitting clearance (if necessary), design, and construction support services (at City's option). The final product sought is construction contract documents including plans, specifications, and cost estimates ready for bid, for which the City anticipates bidding in March 2020.

**Background**

Southern Heights Boulevard is a two-way local street located in the hills above San Rafael. The City desires to install a retaining wall system along the outside edge of Southern Heights Boulevard between 78 Southern Heights Boulevard and the private driveway leading to 82 Southern Heights Boulevard (See attachments to this RFP for photos and existing topographic survey). Additionally, the project will include storm drain design, utility coordination/relocation, and other roadway improvements.

**Scope of Services**

The City is seeking consulting services for the following tasks (separated by respective project):

**Task 1: Project Management and Coordination**

1. The Consultant shall be responsible for providing all contract management and quality control services throughout the duration of the project. The Consultant shall deliver a high-quality product within budget and on schedule.
2. The Consultant shall meet periodically with the City to discuss the project. These meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP. When appropriate, conference calls may take the place of meetings.

**Deliverables:**

- Project Schedule and updates
- Meeting agendas and minutes for all design and coordination meetings

**Task 2: Engineering Design**

1. The consultant shall produce 30%, 60%, and 90% PS&E submittal packages for City review.
2. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be plotted electronically to PDF in 22"x34" size and shall be signed by the engineer in responsible charge licensed in the State of California and ready for reproduction.

3. The plans shall be drawn using AutoCAD 2014, or a more recent version.
4. Technical specifications shall be written in the format of the Caltrans standard specifications. Technical specifications shall not be written in CSI format. The City will complete its boilerplate template in-house.
5. The consultant shall explore different approaches and types of materials for the construction of the retaining wall to ensure that the construction is durable, low maintenance, and long lasting.

Assumptions:

- Topographic survey for the limits of the project will be City-furnished.
- The City-furnished geotechnical report for reference.

Deliverables:

- 30%, 60%, and 90% PS&E submittals in electronic (PDF, AutoCAD, Word, & Excel) format
- A letter report summarizing review comments and the resolution of the review comments
- Final bid documents in electronic format

**Task 3: Environmental Compliance and Permitting**

1. The Consultant shall prepare California Environmental Quality Act (CEQA) documents and any associated technical studies required to clear the project for construction.
2. The Consultant shall be responsible for preparing, submitting and obtaining all required regulatory permits and environmental documentation required by State, local, and jurisdictional agencies needed to ensure this project is cleared for construction.
3. All environmental documents shall be prepared in preliminary and final draft stages for City review and shall incorporate any comments made during the preliminary document review.
4. The Consultant shall attend any meetings required to obtain CEQA approval, including attendance at a City Council meeting if necessary.

Deliverables:

- Preliminary and final permit applications for submittal by the Consultant, if necessary. It is anticipated that a categorical exemption will be submitted. The City's preference is to have any application fees associated with permits be included in the Consultant's fee proposal as a reimbursable expense.
- Preliminary and final CEQA documentation

**Task 4: Final Bid Phase and Bid Phase Support**

1. The Consultant shall respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required.

Assumptions:

- The Consultant's budget shall cover up to two addenda.

Deliverables:

- Prepare contract addenda, if required, for distribution by the City including answers to bidder's questions

### **Task 5: Construction Support Services**

1. The City anticipates performing this task in-house. Should technical support during construction become necessary, the City and Consultant will discuss this task at that time.

### **Payment and Cost Estimate**

The method of payment to the successful proposer shall be on a time and materials basis with a maximum “not to exceed” fee, as set by the proposer in his/her Proposal, as being the maximum cost to perform all work. This figure shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited to, transportation, communications, subsistence, materials, and any subcontracted items of work. Progress payments will be based on actual hours and contract hourly rates charged to the project on a monthly basis. Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date, and amount remaining.

### **Proposal**

The Proposal shall be a simple letter proposal which is concise, well-organized, and demonstrate an understanding of the Scope of Services as outlined in this RFP. Proposals shall be limited to no more than eight (8) one-sided pages (8½”x11”, or 11”x17” for fold-out drawings), inclusive of scope and cover letter. Do not submit resumes, references, organizational charts, graphics, pictures, photographs, dividers, or front and back covers. Proposal submittals shall consist of PDFs emailed per the requirements below:

1. Proposals must be received via email no later than **3:00 PM, local time, on October 9, 2019**, at [Shawn.Graf@CityofSanRafael.org](mailto:Shawn.Graf@CityofSanRafael.org).
2. Cover letter signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the Proposal team. The cover letter must state that the sample Professional Services Agreement is acceptable as-is.
3. The first PDF shall be the proposal and a separate, second PDF shall include a fee schedule and estimate.

The Consultant shall be aware of the following:

- All requests for clarification for this RFP must be made in writing at least 96 hours prior to the due date as set forth in this RFP. Consultants shall contact Shawn Graf at the following e-mail address: [Shawn.Graf@CityofSanRafael.org](mailto:Shawn.Graf@CityofSanRafael.org).

The City will only respond to written questions from Consultants. The City cannot respond to verbal questions submitted by telephone or in person. All addenda will be posted on the City’s Web site. By submitting a Proposal, the proposer affirms that they are aware of any addenda and have prepared their Proposal accordingly. No allowances will be made for a proposer’s failure to inform themselves of addenda content. A link to the addenda may be accessed at <https://www.cityofsanrafael.org/projects-out-to-bid/>.

The City reserves the right to revise the RFP prior to the indicated due date. The City may consider extending the due date for RFP due to significant revisions to Scope of Services.

The City may reject any or all of the Proposals if it deems such action are in the public interest.

**Special Conditions**

▪ Professional Services Agreement

- The Consultant selected to provide the scope of services shall use the City of San Rafael’s standard Professional Services Agreement. A copy of the template of this agreement is attached to this RFP. Submittal of a Proposal is acceptance of the Professional Services Agreement. Contractually required insurance coverage and endorsement information is shown in the body of the document. Do not submit a proposal if you cannot accept the contract language as-is.

▪ Reservations

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.

**Attachments**

1. City of San Rafael *Professional Services Agreement* Template (subject to change by the City Attorney’s office, if necessary).
2. Topographic Survey
3. Existing Conditions Photos
4. MMWD Facility Map

Thank you for your interest in contracting opportunities with the City of San Rafael.

Sincerely,



Shawn Graf  
Junior Engineer