



REQUEST FOR PROPOSAL

**PUBLIC ENGAGEMENT, PRELIMINARY ENGINEERING,
ENVIRONMENTAL COMPLIANCE AND DESIGN SERVICES
FOR**

**LOWER CHRISTMAS TREE HILL COMPLETE STREETS,
UNDERGROUNDING & EVACUATION IMPROVEMENTS**

SEPTEMBER 2023

Submit proposal to:
R.J. Suokko, Director of Public Works
Town of Corte Madera
240 Tamal Vista, Suite 110
Corte Madera, CA 94925

PROPOSALS DUE BY: 4:00 P.M., WEDNESDAY OCTOBER 11, 2023

Estimated Contract Amount between \$700,000 - \$800,000

CONTENTS OF PROPOSAL

To maintain uniformity in the evaluation process, your proposal shall be limited to a maximum of 25 pages on single-sided, 8½" x 11" paper (occasional 11" x17" sheets for charts and graphics are acceptable). The text font (ARIAL, TAHOMA, or similar) shall not be smaller than size 10. The cover letter, table of contents, front and back covers, and section dividers and resumes are excluded from the page count. **The proposal shall be bound, with tabbed section dividers, and include the following sections in order:**

Cover Letter

Include the primary consultant's name and business address, as well as the Project Manager's name, telephone number and email address. Summarize your understanding of the project and briefly introduce your team. Address any exceptions to the Indemnification requirements listed below. The cover letter shall be signed by the person authorized to negotiate a contract for proposed services with the Town of Corte Madera on behalf of submitting firm/team.

The following indemnification language will be included in the contract and the Town is not inclined to accept requests for modifications:

INDEMNIFICATION:

CONSULTANT shall defend, indemnify and hold harmless Town, its officers, agents, employees, members and volunteers, from and against any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or damage to property related to the performance of this Agreement, but only in proportion to and to the extent such liability, claims, losses, damages or expenses arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the CONSULTANT. Notwithstanding the previous sentence, in the event that one or more defendants in an action is unable to pay its share of defense costs due to bankruptcy or dissolution of a business, CONSULTANT shall meet and confer with the other parties to the action regarding unpaid defense costs. Each party to this Agreement shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement. CONSULTANT shall pay all costs and expenses that may be incurred by Town in enforcing this indemnification provision, including reasonable attorneys' fees.

The existence or acceptance by Town of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of Town's rights under this section, nor shall the limits of such insurance limit the liability of Consultant hereunder. The provisions of this section shall survive any expiration, assignment, or termination of this Agreement.

Organization Chart and Prime and Subconsultant Introductions

Clearly identify the prime consultant, all subconsultants, and their respective roles. Show the project manager and the key staff proposed for this project, including subconsultants' staff. Excluding circumstances beyond the consultant's control, it is expected that the project team proposed under this proposal will remain unchanged throughout the duration of the Project.

Replacement of key staff without written approval of the Town of Corte Madera will not be permitted.

Include contact information and a brief summary of the Prime firm's organization and history. Provide a résumé of each key team member in Appendix 1. Provide two references (name, title, agency, and telephone number) for the project manager and task leaders from similar type/size projects.

Include contact information and a brief summary of the each subconsulting firm's organization, history, and two firm references. Provide a brief résumé (one page each) of each key team member.

Relevant Project Experience

Include similar type/size projects that your team has completed. Provide a project description, services provided, consulting fees and the project's construction cost. Discuss whether the design and construction were completed on time and within budget.

Project Understanding and Approach

Describe your firm/team's understanding of the work to be performed and identify the approach for key services and/or issues anticipated for this project. Describe project manager's and firm/team support and approach to managing project to ensure effort is completed on schedule and within established budget.

Project Schedule

Describe the project schedule from start to finish with reasonable completion expectations. Indicate stages of work, time frames, and your team's ability to perform the required services in a timely manner. Indicate the methods and tools used to develop the schedule and the plans to update it throughout the life of the project.

Scope of Services

Provide a detailed description of the proposed scope of services through PS&E. The scope of services submitted with the consultant's proposal must include a list and number of all deliverables, digital and hard copy, to be provided. Consultant must also plan for the necessary meetings for every aspect of the improvements program.

FEE PROPOSAL

1. Two copies of your proposed fee shall be submitted in a separate sealed envelope, plainly labeled "Fee Proposal" with the prime company's name and the project title.
2. This RFP contains consultant services leading all the way up to final deliverables.
3. The fee shall include a breakdown of the various distinct project components and associated amounts.
4. The fee proposal shall include a cover letter stating the not-to-exceed fee, and separate fee schedules depicting individual project tasks, staff hours, and basic hourly charge rates. The fee proposal shall reflect all anticipated fee increases during the contract duration.
5. The final contract price may be negotiated.

RFP DISTRIBUTION, SUBMISSION, AND SELECTION PROCESS

The Town will notify select firms as well as advertise on the Town webpage.

Questions concerning the RFP should be submitted via e-mail. RFP Questions should be sent to Jake Horwath at rsuokko@cortemadera.gov. The e-mail subject line should read: **RFP Questions for Lower Christmas Tree Hill Complete Streets Project.**

Three (3) copies of the proposal package are due by **4:00 p.m. on Wednesday, October 11, 2023**. The package, including the sealed cost proposal, shall be labeled “**Lower Christmas Tree Hill Complete Streets - Proposal**” and submitted the following address:

Submit proposal to:
R.J. Suokko, Director of Public Works
Town of Corte Madera
240 Tamal Vista, Suite 110
Corte Madera, CA 94925

A consultant selection committee will evaluate each proposal and rank the consultant teams based on the technical information, qualifications and check of references provided in the proposal. Interviews are anticipated for this project and will be tentatively set as listed in the timeline below.

The issuance of this RFP constitutes only an invitation to present responses. The Town reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The Town reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the Town for any reason, the Town shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The Town reserves the right, at its sole discretion, to waive any irregularities or informality. The Town may conduct interviews with any respondent it deems necessary.

In order to minimize the potential for a conflict of interest or unfair competitive advantage, respondents must be aware that if they enter into a contract with the Town of Corte Madera to provide services sought by this RFP, the Town reserves the right, in its sole discretion, to disqualify them from later serving as a consultant, advisor or sub-consultant to others for the project for which the consultant, advisor or sub-consultant provided services to the Town of Corte Madera.

The Town of Corte Madera reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the Town’s sole judgment, best meets the requirements of the project.

CONSULTANT SELECTION TIMELINE:

- | | |
|--------------------------|-------------------------------|
| • Distribution of RFP | September 8, 2023 |
| • RFP Submittal Deadline | October 11, 2023 at 4:00 p.m. |
| • Consultant Interviews | October 25, 2023 (tentative) |
| • Consultant Selection | November 1, 2023 (tentative) |

EVALUATION CRITERIA

Selection Criteria and Weighting Percentages

Criteria	Weight
<ul style="list-style-type: none">• Project Team: This includes the team's qualifications and relevant individual experience, unique qualifications of key personnel, time commitment of key members and the strength of the Organization Chart	20%
<ul style="list-style-type: none">• Project Understanding and Approach: This includes demonstrated knowledge of the work required, explanation of the project, key components, local and best practice processes, and innovative approaches and internal measures for timely completion of project	30%
<ul style="list-style-type: none">• Scope This includes the relevance, completeness and logic of the scope	25%
<ul style="list-style-type: none">• Project Management This includes the ability to manage the project in a turnkey fashion, responsiveness to the Town and its citizens' needs, quality and timeliness of the deliverables and budget control.	15%
<ul style="list-style-type: none">• References This includes record of producing quality product on similar projects on time and within budget	10%
Total	100%

TOWN OF CORTE MADERA

LOWER CHRISTMAS TREE HILL COMPLETE STREETS, UNDERGROUNDING & EVACUATION IMPROVEMENTS

INTRODUCTION

The Town of Corte Madera is inviting qualified consulting teams to submit a proposal to provide civil engineering, land surveying, geotechnical, transportation and public outreach services for the Lower Christmas Tree Hill (“CTH”) Complete Streets, Undergrounding & Evacuation Improvements Project in Corte Madera.

After 2+ years of public engagement and analysis, [Town Council accepted the Climate Adaptation Assessment at their May 18, 2021 meeting](#). As part of this process, Adaptation International, Nelson & Nygard, Blue Point Planning and Town staff, prepared a section, “Hillsides” that outlined various vulnerabilities, opportunities and strategies, to improve the private and public infrastructure focused on evacuation access and overall resiliency. On page 113, of the assessment a map of priority actions (Attachment 3) was illustrated to capture some of the potential goals for public infrastructure improvements that could be prioritized for implementation and/or further analysis in the future.

On July 6, 2021, Town Council approved a Rule 20: Undergrounding District on Lower Redwood Avenue and Edison Avenue (Attachment 4) to pursue electrical undergrounding at the base of CTH, which for practical purposes, is the only vehicular ingress/egress point for the entire CTH neighborhood. One of the key objectives by undergrounding this lower zone is to eliminate the risk of a downed powerline or utility pole impacting ingress/egress of this critical roadway.

The Town of Corte Madera has also completed an *Undergrounding Study* (Attachment 5) to evaluate the priority areas in Town for potential electrical undergrounding. The result of this study did prioritize the high wildfire risk areas in the CTH neighborhood that mostly reside further uphill of this project area. As part of the public engagement process, the project team will need to assist with planning, such as, *scoping, preliminary cost estimates and obtaining public feedback* of possible future projects on CTH in those wildfire risk areas, such that the Town can use this information to apply for future grants with confidence. The consultant team and Town staff, will need to harmonize communications between this project and potential future projects in order to further develop the short and long term goals for the CTH neighborhood.

The overall scope of the consultant project should focus on distinct improvements in several defined areas, as depicted in the preliminary scoping map (Attachment 6). The lower portions of Redwood Avenue & Edison should be analyzed for widening, evacuation efficiency, electrical undergrounding, and overall *Complete Streets* improvements.

The upper project areas on Redwood Avenue and Edison Avenue, shall look to implement infrastructure upgrades to improve evacuation efficiency and shall further analyze the *priority actions*, such as but no limited to strategic pull-outs and widening, establishing a potential new connection at California Lane for emergency evacuation purposes only, and improvements to overall roadway geometrics.

Furthermore, all of the roads including the lower volume and secondary roadways (i.e., Crescent Dr., Morningside Dr., etc.) shall be reviewed for; general *Complete Streets* and evacuation ingress/egress enhancements, design services for sewer rehabilitation (Sanitary District No. 2 is a subsidiary of the Town and is managed by Town staff), ADA compliance, storm drain culvert rehabilitation (Town staff to identify culverts requiring rehabilitation for inclusion in the project bid documents), and roadway resurfacing (Town to lead efforts to determine appropriate paving sections to be included in the project bid documents).

The professional service contract range is estimated between \$700,000 - \$800,000 and will be funded using local funds, with the exception that Rule 20A program will contribute approximately 388,107 in credits toward construction phase of the utility undergrounding and coordination with PG&E is required.

In addition, consultants must be fully familiar with all applicable local, state and federal guidelines. The Town of Corte Madera reserves the right to adjust the scope of services as deemed appropriate and necessary.

The Town’s consultant is expected to scope the project based on the project descriptions provided, as well as its team’s site inspection and observations prior to the proposal.

One consultant team will be selected to handle all the tasks within the project which includes both the technical and administrative tasks associated with each phase of the project. The consultant will be working under the supervision of the Town of Corte Madera, Department of Public Works but attentive care shall be given to all of the agencies involved and various stake holders.

This RFP contains “turnkey” consultant services leading all the way up to a final bid package.

Tentative Project Schedule:

Milestone	Planned (Update as Needed)	
	Start Date	Completion
Contract Award (Tentative)	Nov-23	Dec-23
Project Management	Nov-23	Apr-27
Preliminary Engineering & Land Surveying	Nov-23	Dec-24
Public Engagement	Mar-24	Dec-25
Environmental	Sep-25	Feb-26
Project Approval	Sep-25	Dec-25
Final Design	Jan-26	Dec-26
Utility Coordination	Jul-25	Apr-27
Final Bid Package & Project Advertise	Oct-26	Feb-27

SCOPE OF WORK

The selected consultants will work closely with the Town of Corte Madera, Department of Public Works. The project must comply with the California Environmental Quality Act (CEQA) procedures and requirements.

Project scope shall include but not limited to the following tasks and deliverables:

Project Management, Preliminary Engineering, Public Engagement & Environmental and Project Approval:

1. Provide project management services, including but not limited to, project administration, team/agency coordination, prepare project schedule, monthly progress meetings and reports, and overall leadership to ensure project success.
2. Provide public outreach services; Develop a communication and engagement plan including developing a project webpage. Identify key stakeholder groups and publicize public events on an array of online, social media and print media platforms.
3. Identify a lead spokesperson to facilitate and engage the community in public workshops.
4. Assume two neighborhood meetings, two presentations to the Bicycle and Pedestrian Advisory Committee (BPAC) and three public workshops, including preparation of meeting materials (exhibits, documents, meeting summaries, etc.).
5. Perform topographic survey and base mapping.
6. Alternative Analysis - Project team will need to review and present the alternatives and/or variations to the public to establish community consensus. Analysis will review; cost, benefit, and feasibility.
7. Consultants to perform necessary land surveying, field investigations, utility inventories to determine existing conditions.
8. Preliminary engineering to review feasibility and opportunities for improvements based on project goals, community feedback, previously completed assessments & studies and budgetary constraints.
9. Engineering scope to include design of electrical undergrounding (within previously approved District), sanitary sewer rehabilitation (including private sewer laterals), multi-modal improvements, evacuation enhancements including roadway geometrics.
10. Project team to present conceptual design to Town Council
11. Prepare appropriate environmental document (CEQA).

Final Design, Utility Coordination & Project Approval:

1. Consultant to prepare full electrical undergrounding plans for the Lower Redwood & Edison Undergrounding District. In addition, project team to prepare a proposed utility pole relocation plan for the remainder of the project area.
2. Project team shall work with the Town to coordinate all utility modifications and relocations with PG&E, telecommunication, MMWD and any other utility agencies.
3. Project team to prepare 60%, 90% and 100% plan, specification and estimate packages for review by the Town, PG&E and potentially telecommunication agencies..
4. Staff will present to the final bid package to Council for possible Project Advertise and will lead the formal bidding process.

Final bid package to be submitted to the Town along with any applicable back-up documents, including AutoCAD files and design calculations. Consultant will be responsible for providing the Special Provisions section of contract specifications, but the Town will provide the “front end” or general provisions.

Attachments:

- 1.) [2021 Climate Adaptation Assessment, May 18, 2021 Staff Report](#)
- 2.) Climate Adaptation Assessment, Section 4, “Hillsides”
- 3.) “Featured Actions; Evacuation – Transportation Network”
- 4.) Redwood Ave. & Edison Undergrounding District, July 6, 2021 Staff Report & 20A Undergrounding District Map
- 5.) Town of Corte Madera Undergrounding Study
- 6.) **Preliminary Scoping Map**