



REQUEST FOR PROPOSAL (RFP #2012-04)

Update the Jepson Parkway Concept Plan

For the

Jepson Parkway Project

In coordination with

The Cities of Vacaville, Fairfield, and Suisun City and the County of Solano

RESPONSES DUE:

3:00 PM, FRIDAY, April 27, 2012

Six (6) complete hard copies and one digital copy (CD or flash drive) of the Proposal must be received before 3:00 p.m. PST on April 27, 2012

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun, CA 94585-2473

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DISCLOSURE: The master copy of each response to this RFQ shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

SECTION 1 – INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority with members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Congestion Management Agency for Solano County and is responsible for countywide transportation planning and programming of State and Federal funding for transportation projects within the county. The STA is the lead on several major transportation improvement projects throughout the county, including the Jepson Parkway Project.

The Jepson Parkway Concept Plan was completed in 2000 by the Solano Transportation Authority (STA), the City of Fairfield, the City of Suisun City, the City of Vacaville and Solano County. The Concept Plan provided a comprehensive, innovative, and coordinated strategy for developing a multi-modal corridor linking land use and transportation to support the use of alternative travel modes, and protecting existing and future residential neighborhoods. The 12-mile Jepson Parkway project will improve intra-county mobility for Solano County residents and provide traffic relief for Interstate 80. The project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to I-80. The plan proposes a continuous four-lane roadway from the State Route 12/Walters Road intersection in Suisun City to the I-80/Leisure Town Road interchange in Vacaville. The project also includes safety improvements, such as the provision for medians, traffic signals, shoulders, and separate bike lanes. The Jepson Parkway project is divided into 16 segments for design and construction purposes. Five (5) construction projects within the Jepson Parkway project have been completed: the extension of Leisure Town Road from Alamo to Vanden (Vacaville/County); the relocation of the Vanden/Peabody intersection (Fairfield); improvements to Leisure Town Road bridges (Vacaville); the Walters Road Widening (Suisun City); and the I-80/Leisure Town Road Interchange (Vacaville).

The remaining segments of the Jepson Parkway Project have obtained environmental clearance as one project. Since 2002, STA has been working to prepare alignment plans for the four (4) Environmental Impact Report/Environmental Impact Statement (EIR/EIS) alternatives and to complete a range of environmental studies. In March 2009, the STA Board certified the EIR for the Project and selected Alternative B. The EIS was adopted in 2011. The overall estimated construction cost of the remaining segments is currently \$187 million. Currently, the STA, the Cities of Vacaville and Fairfield and Solano County are moving forward with design of the following segments which are expected to begin construction in 2014-15:

- Phase 1- City of Fairfield as Lead Agency- Vanden Road from the Vanden Road/Peabody Road/Cement Hill Road intersection to the Vanden

Road/Leisure Town Road intersection (Portion of Segment 5, entirety of segment 6 and a portion of segment 7).

- Phase 2- City of Vacaville as Lead- Vanden Road from approximately 3100 feet south of Leisure town Road and Leisure Town Road from the Vanden intersection to Elmira Road (a portion of segment 7 through segment 13)

The Adopted 2000 Concept Plan Outline was as follows:

1. Introduction
2. Concept Plan Goals and Objectives
3. Transit Element
4. Bicycle and Pedestrian Element
5. Landscape Element
6. A Guide to Transit Compatible Land Use and Design
7. Roadway Phasing and Management Plan

Proposed Concept Plan Update – The Updated Jepson Parkway Concept Plan will be used by STA and the Cities as an advocacy document to attract additional funds to the project in order to complete this vital transportation link. The update of the Plan will need to document the approval of the Jepson Parkway project (EIR/S & Project Technical Report). The Plan should update the existing land uses, review current projects and traffic impacts (and access requirements), work to enhance and expand the multi-modal elements (transit – routes, stops; bike/pedestrian – connections to regional systems, park-n-rides/staging areas), update the roadway design standards for the corridor including identification of intersection locations and operations, and develop guidelines for landscape elements.

SECTION 2 – SCOPE OF WORK

The following presents an initial outline for the updated plan, however this should not be assumed to be all inclusive and the STA is open to additional suggestion as part of your proposal submittal:

1. Introduction and Background
 - Detail the history of the original concept plan, and the approval of the EIR/S and technical report
 - Introduce elements that still need to be developed/defined
 - Explain the intended use of this plan (reference document for development of segments, establishes baseline project elements for joint funding with STA, ensures coordinated approach to design and transit elements, etc.)

2. Transit Element (Note this section will be written by STA staff; consultant will support as needed and provide mapping/graphics for this chapter)
 - Describe the Fairfield-Vacaville Train Station
 - Investigate transit route expansion within the corridor (discuss with each city transit operator)– Document potential routes in the corridor
 - Discuss bus route stops with each city (planning, work to identify locations or approach to locations, investigate incorporation of bus stops with planned typical cross sections)
3. Bicycle and Pedestrian Element (Note this section will be written by STA staff; STA will provide Countywide Bicycle and Pedestrian Plans; consultant will support as needed and provide mapping/graphics for this chapter)
 - Investigate bike connections to regional networks and planned developments with input from each jurisdiction along the corridor.
 - Discuss bike route plans with each city; investigate bike route signing
4. Landscape Element
 - Hold a design charrette to present and develop landscape themes throughout corridor
 - Present agreed to concepts/themes for median landscape elements and guidelines for edge landscaping (for developers to adhere to) in plan
 - Work on concept agreement for maintenance of landscape elements (median elements and edge elements)
 - Develop signage plans for Jepson Parkway (physical elements and color themes)
5. Adjacent Land Uses
 - Document existing and planned land uses (develop graphic showing existing land uses and developments, and planned land use changes (developments in the works, future specific plan updates, etc.)
 - Investigate and present options for potential future land use changes
6. Traffic Circulation and Access
 - Present approved traffic/access as part of the EIR/S
 - Analyze and show potential changes based on current development plans
 - Generate a policy discussion around changes that have occurred which leads to agency consensus on intersection locations and potential needed local circulation to ensure acceptable regional traffic throughput.
 - Present policies (LOS, full movement intersection spacing, partial movement intersection spacing, desired speed limits to be established or other acceptable criteria that provides desired results etc.) for traffic operations and access based upon discussions generated above.

7. Roadway Phasing and Management Plan
 - Present planned implementation plan (section written by STA staff)
 - Analyze potential cross section changes
 - Analyze the proposed intersections/project phasing
 - Summarize Mitigation Strategies, i.e. Purchase of mitigation credits (section written by STA staff)

This represents a general scope of work outlining the prominent tasks that need to be accomplished. The successful firm will be expected to refine and clarify this scope of work as part of their proposal being submitted. In addition, the firm will be expected to support STA staff in coordinating with the Jepson Parkway Working Group to develop the Concept Plan. The Working Group meets once a month and consists of staff from the STA, the Cities and County. The Solano Transportation Authority, in coordination with the cities of Vacaville, Fairfield and Suisun City and the County of Solano, intend to retain a qualified and committed professional firm/team to complete the identified scope.

The consultant should develop an overall project schedule to demonstrate their commitment to deliver the described scope of services within 6 months from Notice to Proceed.

SECTION 3- LOCAL PREFERENCE POLICY / DISADVANTAGED BUSINESS ENTERPRISE (DBE) Goal

The STA has adopted a Local Preference policy which encourages the hiring of local firms which can be found at <http://www.sta.ca.gov/Content/10027/jobsRFPs.html>. *No local firm goal has been established for this project; however each firm is encouraged to seek local participation.*

DBE Requirements: The DBE Forms (Attachment A) must be filled out and included in the appendix of the proposal. If your firm cannot meet the DBE goal, you must demonstrate in writing your good faith effort by submitting the DBE Good Faith Effort Forms.

SECTION 4 – RFP CONTENT AND FORMS

Please prepare your proposal in accordance with the following requirements.

A. Proposal Format and Content

1. *Proposal:* The proposal shall be submitted on single-sided, 8.5” x 11” pages. Graphics or Exhibits may be submitted on 11” x 17” folded pages but would count as two pages each. Resumes shall be included in an appendix. Resumes and the Transmittal Letter will not count in the page limitation. The Proposal shall be no more than 25 pages in length.
2. *Transmittal Letter:* The proposal shall be transmitted with a cover letter describing the firm’s/team’s interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address, email and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The letter shall also acknowledge any addendums that have been issued. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Janet Adams, Director of Projects
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, California 94585

B. Technical Proposal

1. *Qualifications, Related Experience and References of Firm*
This section of the proposal should establish the ability of the consultant firm to satisfactorily perform the required work by reasons of: Experience in performing work of the same or similar nature; Demonstrated experience working with local agencies and cities directly involved in this project; Strength and stability of the consultant firm; Staffing capacity; Work load; Record of meeting schedules on similar projects; and Supportive client references.
 - a. Provide a brief profile of the consultant firm, including the types of services offered; the year founded; number and size and location of offices; and number of employees.

- b. Describe the firm's experience in performing work of a similar nature to that solicited in the RFP and highlight the participation in such work by the key personnel proposed for the assignment to the project.
- c. Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specific in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.
- d. Provide a list of past joint work by the consultant firm and each subcontractor, if applicable. This list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- e. A minimum of three (3) references should be given for the Prime and each subconsultant on the team. Furnish the name, title, address and telephone number of the person(s) at the client organization who is the most knowledgeable about the work performed. Consultant firm may also supply references from other work not cited in this section as related work.

2. *Proposed Staffing and Project Organization:*

This section of the proposal should include the method that will be used by the consultant firm to manage the project as well as identify and commit to key personnel assigned.

- a. Provide education, experience and applicable professional credentials of project staff. Include applicable professional credentials of "key" project staff.
- b. Furnish brief resumes (not more than two pages each) for the proposed Project Manager and other key personnel. (Appendix)
- c. Identify key personnel to perform the work in the specific tasks and include major areas of subcontract work. Included the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.
- d. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including subconsultants.
- e. Include a statement that key personnel will be available to the extent proposed for the duration of the project, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the STA.

3. *Work Plan and Project Understanding:*

The firm shall provide a detailed proposed Scope of Work as part of their submittal and show the consultants understanding of the STA needs and

requirements. Firm is to propose a Work Plan for the project segments identified in the Scope of Work.

- a. Describe the approach and work plan for completing the tasks specified in the Scope of Work for Jepson Parkway Concept Plan Update. The work plan shall be of such detail to demonstrate the firm's ability to accomplish the project objectives and overall delivery schedule.
- b. Outline sequentially the activities that would be undertaken in completing the tasks and specify who in the firm would be performing them.
- c. Furnish a project schedule for each task and subtask in terms of elapsed weeks from the project commencement date. Include tentative dates for Working Group Meetings where project input is needed or deliverables will be presented.
- d. Identify methods that the firm will use to ensure quality control as well as budget and schedule control for the project.
- e. Identify any special issues or problems that are likely to be encountered during this project and how the consultant firm would propose to address them.
- f. The consultant firm is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or requirements content of the project.
- g. Include a level of effort summary chart with hours by task to demonstrate the team's understanding of the project scope.

4. *Exceptions/Deviations:*

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from contractual exceptions.

C. **Separate Sealed Cost Proposal:**

Consultant firms are asked to submit only items 1 through 4 above in their proposal. A separate cost proposal shall be submitted in a sealed envelope. This cost proposal shall provide a complete breakdown of hours by classification for each task, and a summary of all costs with a not to exceed amount specified. STA has established a project budget of \$100,000. Please include in your separate sealed cost proposal a transmittal letter that includes a discussion of the adequacy of the available budget. Upon completion of the initial evaluations and interviews (if necessary), the highest ranked firm will be asked to begin negotiations based on both the costs and technical proposals. STA reserves the right to advance to the next ranked firm if negotiations are not successful with the higher ranked firm. Additionally, STA reserves the right to modify the project scope and or services provided if the costs of services exceed the available funding.

- D. Disadvantaged Business Enterprise (DBE) Forms:
See Appendix A
- E. Submittal of Proposals:
Six (6) hard copies and one electronic copy of your proposal are due at the STA offices no later than the time and date specified in Section 6. Envelopes or packages containing the proposals should be clearly marked, **“Jepson Parkway Project Concept Plan Update.”**

SECTION 5 – SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a 100-point total basis using the following criteria:

1. Qualification of the Firm 25%
Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.
2. Staffing and Project Organization 35%
Qualifications of “Key personnel”, especially the Project Manager including their relevant past experience. Key personnel’s level of involvement in performing past work cited in “Qualification of the Firm” section; adequacy of labor commitment; references from past projects; logic of project organization; concurrence in the restrictions on changes in key personnel; and licensed Project Engineer.
3. Project Understanding and Work Plan 40%
Depth of firm’s understanding of STA’s requirements and overall quality of work plan; logic, clarity and specificity of work plan; appropriateness of labor distribution among tasks; ability to meet the project deadline; reasonableness of proposed schedule; utilities of suggested technical or procedural innovations.

If needed, two or more of the firms/teams may be invited to an interview on or about the week of April 30, 2012. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

SECTION 6- SELECTION PROCESS AND PROJECT SCHEDULE

April 27, 2012	Proposals are due no later than 3:00 PM at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <i>Late or electronically conveyed submittals will not be accepted.</i>
Week of April 30, 2012	Tentative panel interview date if needed. STA selects recommended firm.
May 2012	Project commences
November 1, 2012	Complete Final Updated Concept Plan Ready for Adoption by STA Board

If you have any questions regarding this RFP, please contact:

Alan Glen
STA Project Manager
(916) 368-9181
(916) 368-1308
alang@quincyeng.com

Attachment A

DBE REQUIREMENTS

Please note that the attached DBE forms (Exhibit 10-O1 and Exhibit 10-O2) must be filled out and included in an appendix of your firm's proposal. The project-specific UDBE goal for this project is 5%. Firms whose proposals fail to meet the established DBE goal must demonstrate in writing what efforts they have made to locate DBE firms. The STA has the right to deem a proposal as non-responsive if this participation goal has not been met, and documentation demonstrating a good faith effort is judged inadequate. Guidelines for determining good faith efforts are available from the STA.

Exhibit 10-I	Notice to proposers Disadvantage Business Enterprise Information
Exhibit 10-J	Standard Agreement for Subcontractor/DBE Participation
Exhibit 10-O1	Local Agency Proposer UDBE Commitment
Exhibit 10-O2	Local Agency Proposer DBE Information
Exhibit 15-H	UDBE Information – Good Faith Efforts