

February 6, 2014

To: Consultant

**RE: Request for Proposal (RFP 2014-04) for the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering**

Dear Consultant:

The Solano Transportation Authority (STA) invites your firm to submit a proposal for the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering.

To obtain a copy of the full Request for Proposal (RFP), please download the RFP as a PDF file from the STA website: <http://tiny.cc/jobstrfps> or call the STA at (707) 424-6075.

The Request for Proposal (RFP) describes the project, presents the requirements of the proposal and outlines the criteria that will be used to evaluate the proposal.

Qualified organizations are invited to submit five (5) hard copies and one (1) digital copy (flash drive) of your proposal to the STA office no later than **3:00 PM on Thursday, March 6, 2014** addressed to:

Sofia Recalde  
Associate Planner  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2473

Note that this deadline is firm, and late submittals will not be accepted. Proposals will be reviewed and the firms whose proposals most closely meet the STA's needs will be invited to an interview on March 13, 2014.

The STA encourages, but does not require for this solicitation, the use of local firms. To assist in the use of local firms, the STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://tiny.cc/jobstrfps>.

If you have questions regarding this project, please contact Sofia Recalde, Associate Planner, at (707) 399-3230. Thank you for your interest.

Sincerely,



Daryl K. Halls  
Executive Director



# REQUEST FOR PROPOSALS (RFP #2014-03)

For the  
Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering

Release Date: February 6, 2014

## RESPONSES DUE:

3:00 PM, March 6, 2014

Five (5) complete hard copies and one digital copy (flash drive) of each response must be received before 3:00 p.m. on March 6, 2014

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

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## **INTRODUCTION**

The Solano Transportation Authority (STA) is a Joint Powers Authority (JPA) comprised of the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA's mission is to improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety and economic vitality. The STA serves as the Congestion Management Agency (CMA) 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 uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

## **BACKGROUND**

The San Francisco Bay Trail is a planned 500 mile, multi-use trail administered by the Association of Bay Area Governments (ABAG). When complete, the trail will encircle the San Francisco Bay, linking the shorelines of 47 cities and nine counties. Currently, 330 miles of the Bay Trail are complete.

The Napa Valley Vine Trail (Vine Trail) is a 47 mile multi-use trail administered by the Napa Valley Vine Trail Coalition that extends from the Ferry Terminal in the City of Vallejo to the City of Calistoga. The Vine Trail currently terminates in the City of American Canyon at the city limits of Vallejo and American Canyon at Veterans Park and Broadway Street.

The Bay Trail and the Vine Trail share a common planned alignment in Solano County from the Vallejo Ferry Terminal to the north end of the White Slough Path at the intersection of Highways 29 and 37. The planned alignments for the two trails diverge as they head north past the White Slough Path, with the Bay Trail planned alignment adjacent to the Bay to the west of Highway 29 and the Vine Trail planned alignment to the east of Highway 29 (see Area 1 in Attachment A). In addition, a gap exists between the south end of the White Slough Path at Sacramento Street as it turns into Wilson Avenue before connecting to the Vallejo Waterfront Path at the intersection of Wilson Avenue and Highway 37 (See Area 2 in Attachment A). The alignment from this point to the Vallejo Ferry Terminal is considered complete by the Bay Trail and in need of minor upgrades for the purposes of the Vine Trail.

The objective of the Bay Trail and Vine Trail Feasibility Study is to provide a continuous and seamless multi-use path for cyclists and pedestrians. The City of Vallejo has requested that the STA act as the project sponsor on behalf of the City to complete the feasibility study.

The goal of this study is to identify the preferred alignments for the Bay and Vine Trails in Areas 1 and 2 based on the engineering and environmental feasibility, public support and cost. The consultant shall provide mapping, cross sections, research options, property ownerships, identify environmental constraints and opportunities, costs of alternatives, funding opportunities for future implementation and identify any flaws in alternatives.

## **FINAL PRODUCT**

The final product of the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering will include recommended preferred alignments for the Bay Trail and Vine Trails in Areas 1 and 2 based on engineering and environmental feasibility, public support and cost.

## LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://tiny.cc/jobstrfps>.

## SCOPE OF SERVICE TASKS

The STA intends to retain a qualified professional planning and engineering firm experienced in bikeway and pedestrian planning to work under the direction of STA to prepare the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering via the following major tasks:

1. Project Initiation
2. Design and Alignment Options
3. Public Outreach
4. Feasibility and Preliminary Engineering
5. Conclusion

The following details each task and the deliverables associated with each task. Please note that some of the tasks overlap with one another and are not presented in a strict sequential order.

### Task 1. Project Initiation

- Task 1.1      **Project Kick-Off Meeting:** STA will hold a kick-off meeting with the Project Technical Advisory Committee (TAC).
- Task 1.2      **Staff Coordination:** Bi-weekly project team meetings (via conference call) with consultants and TAC to ensure good communication on upcoming tasks and to ensure project remains on schedule and within budget.
- Task 1.3      **Identify Existing Conditions:** Gather existing conditions and background data by identifying opportunities and constraints, as well as standards that should be used to guide the preparation of the plan, such as existing and planned uses, demographics, and travel connections within the City of Vallejo. Inventory and evaluate existing bicycle and pedestrian facilities.

Deliverable
1) Executed consultant contract
2) Meeting notes (Kick-off meeting and bi-weekly meeting notes)
3) Existing conditions report

## Task 2. Design and Alignment Options

- Task 2.1      **Concept design and alignment:** Develop concept design and alignment options for Areas 1 and 2 (see Attachment A) based on the existing conditions report and input from the TAC.
- Task 2.2      **Refine design and alignment options:** Refine concept design and alignment options based on input received from Public Workshop #1 (as described in Task 3.1) and the TAC.
- Task 2.3      **Select locally preferred design and alignment:** Prepare locally preferred design and alignment alternatives based on input from Public Workshop #2 and the TAC, as well as findings from feasibility study and preliminary engineering (as described in Tasks 3.2 and Task 4.1).
- Task 2.4      **Present locally preferred design and alignment:** Present locally preferred design and alignment alternatives at Public Workshop #3 (as described in Task 3.3)

Deliverable
1) Locally Preferred design and alignment alternatives

## Task 3. Public Outreach

All meetings will be publicly noticed to allow for community participation.

- Task 3.1      **Public Workshop #1:** Introduce project to the public, define project parameters, discuss project opportunities and constraints, and present concept design and alignment options. Use maps and graphics on a display board and PowerPoint to present the feasible alignment and design options. Solicit opinion from community participants to shape design and alignment concepts (as described in Task 2.2). Present option to host a walking tour for the second workshop.
- Task 3.2      **Public Workshop #2:** Use maps and graphics on a display board and PowerPoint to present locally preferred design and alignment alternatives with cost estimates and feasibility considerations. Conduct a walking tour to present the alignment and design options. Continue to solicit feedback from the community to shape the feasibility study (as described in Task 2.3).
- Task 3.3      **Public Workshop #3:** Present locally preferred design and alignment alternatives (as described in Task 2.4). Continue to solicit feedback to shape Final Feasibility Study.

Deliverable
1) Three public workshops

## Task 4. Feasibility and Preliminary Engineering

- Task 4.1      **Assess Feasibility of the Design and Alignment Alternatives:**  
 The consultant shall provide:
- Mapping of existing conditions
  - Prepare alternative alignment studies which will include detailed mapping and cross sections
  - Research options and alternatives and identify any flaws
  - Prepare information on property ownerships
  - Identify environmental constraints and opportunities
  - Develop locally preferred alternatives considering safety, and maintenance of proposed facilities
- Task 4.2      **Develop project cost estimate:**  
 The consultant shall develop a detailed Project Estimate sheet for the selected locally preferred design and alignment option to include segments and endpoints for improvement; total length; width; environmental/preliminary engineering costs; Plans, Specifications, and Estimates (PS&E); construction costs; and construction management costs.
- Task 4.3      **Identify Funding for Implementation:**  
 Provide a summary of funding options for the implementation of the locally preferred alternatives. This should be based on information about local, state, federal and philanthropic sources.

Deliverable
1) Feasible Design and Alignment Options 2) Project cost estimates and preliminary engineering 3) Identify Funding for Implementation.

## Task 5. Conclusion

- Task 5.1      **Prepare Draft Final Document:** Complete a draft final document based on TAC and Public input, feasibility and preliminary engineering
- Task 5.2      **Present to STA Committees:** Present Draft Final Document to STA’s Pedestrian Advisory Committee (PAC), Bicycle Advisory Committee, Technical Advisory Committee (TAC), STA Board and City of Vallejo Council
- Task 5.2      **Submit Final Document:** Submit final document to the STA after incorporating comments received from STA Committees

Deliverable
1) Final Document: Feasibility Study and Preliminary Engineering Report

## Proposed Project Timeline

Task	Timeframe
Task 1. Project Initiation	March –April 2014
Task 2. Design and Alignment Options	April – June 2014
Task 3. Public Outreach	April – June 2014
Task 4. Feasibility Study and Preliminary Engineering	April – June 2014
Task 5. Conclusion	July – August 2014

## RFP SUBMITTAL REQUIREMENTS

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Please prepare your proposal in accordance with the following requirements.

1. *Qualifications:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 35 single-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix. Include one page summaries of at least two similar bicycle and pedestrian past planning studies completed by the firm as the principal consultant. Also provide contact information of the client agency (name, phone # and email)
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 and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Sofia Recalde, Associate Planner  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, California 94585

3. *Project Understanding:* This section shall clearly convey that the consultant understands the nature of the work, and issues related to providing the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering.
4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The proposal submittal shall provide the qualifications and experience of the consultant team that will be available for the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will **not be permitted** without prior consultation with and approval of the STA.

6. *Staffing Plan:* The proposal shall provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required for preparation of the concept plan. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than April 15, 2014, and final documents are to be submitted by August 31, 2014.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* Five (5) hard copies and one digital copy (flash drive) of your proposal are due at the STA office **no later than 3:00 p.m. on Thursday, March 6, 2014**. Envelopes or packages containing the proposal should be clearly marked, **"Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering."**
12. *Cost proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering."** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The maximum consulting services (including all incidental expenses such as mileage and printing costs) budget has been set at \$100,000 for this project. No change orders that require cost increases will be allowed. The project is funded by two grants from the San Francisco Bay Trail Project and the Napa Valley Vine Trail Coalition.

## SELECTION OF CONSULTANT & CRITERIA

The overall process will be to evaluate the technical components of all the qualifications 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. Qualifications and specific experience of Key Team Members.
2. Project understanding and approach.
3. Experience with similar types of projects.
4. Satisfaction of previous clients
5. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on or about **March 13, 2014**. 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 qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

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**Disclosure:** The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the proposal or specific parts of the proposal 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.

**Protest and Appeals:** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the Solicitations or Notice of Intent to Award a contract may protest to the Executive Director. The protest shall be submitted in writing to the Executive Director within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest also must state the law, rule, regulation, or policy upon which the protest is based. The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall; state the reason for the action taken; and inform the protester that a request of further administrative

appeal of an adverse decision must be submitted in writing to the Clerk of the STA Board of Directors within seven (7) working days after receipt of the decision by the Executive Director.

## SELECTION SCHEDULE

<b>February 6, 2014</b>	RFP Issued
<b>February 20, 2014</b>	Questions concerning RFP mailed to <a href="mailto:srecalde@sta-snci.com">srecalde@sta-snci.com</a> no later than February 20, 2014
<b>February 24, 2014</b>	Answers to questions posted on the STA website
<b>March 6, 2014</b>	<b>Proposals are due no later than 3:00 PM</b> at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <b>Late submittals will not be accepted.</b>
<b>March 13, 2014</b>	Tentative panel interview date. STA selects recommended firm
<b>April 15, 2014</b>	Project commences no later than April 15, 2014

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

Sofia Recalde  
Associate Planner  
Phone (707) 399-3230  
Fax (707) 424-6074  
[srecalde@sta-snci.com](mailto:srecalde@sta-snci.com)

