



Solano Transportation Authority

... working for you!

## SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074

Email: [staplan@sta-snci.com](mailto:staplan@sta-snci.com) • Website: [sta.ca.gov](http://sta.ca.gov)

October 29, 2014

To: Consultant

**RE: Request for Proposals (RFP 2014-08) for State Route (SR) 12 Church Road Intersection Improvements Project**

Dear Consultant:

The Solano Transportation Authority (STA) invites your firm to submit a proposal to provide professional services for the Project Approval/Environmental Document of this project.

To obtain a copy of the full RFP, please download it as a PDF file from the STA website: <http://tiny.cc/jobstrfps> or call the STA at (707) 424-6075. The RFP describes the project, presents the requirements of the work and outlines the criteria that will be used to evaluate the consultant.

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

Janet Adams  
STA Director of Projects  
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/teams whose proposal most closely meets the STA's needs, will be selected. The STA may interview two or more consultant teams, should it be determined necessary. If needed, interviews are expected to be held the week of December 15<sup>th</sup>.

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. The participation goal for local firms for this Project has been established at 2 percent (%). Additional points will be provided through the evaluation process for those firms who meet or exceed this goal. 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/localpref>.

If you have questions regarding this project, please contact Janet Adams, Director of Projects at (707) 424-6010. Thank you for your interest.

Sincerely,

Daryl K. Halls

Executive Director



**REQUEST FOR PROPOSALS  
(RFQ #2014-08)**

For the  
State Route (SR) 12 Church Road Intersection Improvements Project  
  
in  
Solano County

Release Date: October 29, 2014

**RESPONSES DUE:**

**3:00 PM, FRIDAY, DECEMBER 5, 2104**

Six (6) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on December 5, 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 comprised of 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 and through its Solano Transit Consortium, coordinates various fixed route and Solano Paratransit Services.

Over the past few years, STA has taken on additional responsibilities in the delivery of priority projects and as part of this effort and will be taking the lead on the preparation of the Project Report and Environmental Document (PA/ED) for this Project.

## BACKGROUND

In June 2010, a Project Study Report (PSR) was signed by Caltrans. The PSR recommended improvements at the intersection of State Route 12 (SR-12) and Church Road-Amerada Road. This work includes the addition of right turn/ left turn lanes and acceleration/deceleration lanes along SR-12 in the east-west directions, the addition of left turn lane on Church Road approach and realignment of the intersection to eliminate the offset between Church Road and Amerada Road. A copy of the PSR can be found on the STA website at: [http://www.sta.ca.gov/docManager/1000002498/100622%20EA%2004-0G050k%20Final%20PSR\\_signed.pdf](http://www.sta.ca.gov/docManager/1000002498/100622%20EA%2004-0G050k%20Final%20PSR_signed.pdf)



The STA conducted this PSR at the request of the City of Rio Vista. The STA, City of Rio Vista and Caltrans now intend to move the project to the next phase.

## FINAL PRODUCT

The final product will be to complete the Project Approval/Environmental Document (PA/ED) phase of the project which will include preparation of the Project Report and provide environmental clearance of the ultimate preferred alternative based on the operational needs of this intersection. The work shall be

conducted and completed according to the Caltrans Project Development Process outlined in the current Caltrans Project Development Procedures Manual (PDPM). The Environmental Document shall be prepared in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) regulations. Caltrans will be the NEPA lead and the STA will be the CEQA lead for the project. The City of Rio Vista is a responsible agency that will be consulted with during the development of these documents.

## **LOCAL PREFERENCE POLICY**

The STA has adopted a Local Preference policy which encourages the hiring of local firms which can be found at <http://tiny.cc/localpref>. The participation goal for local firms for this Project has been established at 2 percent (%). Additional points will be provided through the evaluation process for those firms who meet or exceed this goal. 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 can be obtained by contacting STA at (707) 424-6075.

## **SCOPE OF SERVICE TASKS**

The STA intends to retain a qualified and committed professional engineering firm to provide services required for the Project Approval/Environmental Document (PA/ED) phase of the project which will include preparation of the Project Report and provide environmental clearance of the preferred alternative. The selected consultant will work closely with STA, Caltrans, and the City of Rio Vista.

This scope of work covers the Project Approval/ Environmental Document (PA/ED) phase of the State Route (SR) 12/Church Road Intersection Improvement Project as set forth in the alternatives studied under the PSR approved on March 2010 by Caltrans. The PSR did not select a preferred alternative; as such, this effort will include this task. The work shall be conducted and completed according to the Caltrans Project Development Process outlined in the current Caltrans Project Development Procedures Manual (PDPM). The Environmental Document shall be prepared in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) regulations.

The Preliminary Environmental Analysis Report (PEAR) anticipates the environmental document needed for this project is an Initial Study/ Negative Declaration under CEQA and a Routine EA with FONSI under NEPA. STA has requested to be approved by Caltrans to be the CEQA Lead Agency and Caltrans and City of Rio Vista are assumed to be CEQA Responsible Agencies. Caltrans will be the Lead Agency and FHWA NEPA guidance will be used to conduct the NEPA review.

The PA/ED phase of the project includes preparation of a Project Report and the final Environmental Document necessary to obtain the environmental clearance. The Project Report will recommend the Preferred Alternative so that the project can be constructed as development occurs and funding becomes available. During this phase of the work, the consultant and the City of Rio Vista will work with to develop a funding plan for the implementation of the project. Further, the consultant will coordinate with the City and the Developers for input regarding the Preferred Alternative. As this Project is a short range improvement project, with the widening of SR 12, as identified in the SR 12 Corridor Study, the

long range vision, the consultant will also develop this long range plan footprint within this project area for consideration by the City and adjacent developers when setting aside right-of-way. Relocating utilities and building adjacent improvements. This work will be completed as part of the effort during the PA/ED Phase.

The consultant will be responsible to insure the timely delivery of these documents that meet the identified scope and needs of the stakeholders. In addition to the interaction with Caltrans, the consultant shall also expect outreach with the City of Rio Vista and adjacent developers. The following details each task with task deliverable information:

### **Task 1: Project Management**

Conduct Project Management activities for the duration of the PA/ED phase, including Contract Administration, Quality Assurance/Quality Control, Schedule/Budget control, meetings and Agency Coordination. This task also includes coordination with the adjacent property owners/developers to develop a funding plan and

### **Task 2: Perform Preliminary Engineering Studies and Prepare Draft Project Report**

Define the Preferred Alternative and recommend fundable construction phasing alternatives, and perform preliminary design of all project features adequate for discussion of project impacts in the environmental document and suitable for the initiation of final design. Engineering Studies assumed to be required include:

- Traffic Forecasts/Operations Analysis
- Hydraulics/Hydrology Studies
- Location Hydraulic Study & Summary Floodplain Encroachment Report
- Preliminary Transportation Management Plan
- Storm Water Data Report
- Preliminary Geotechnical Report
- Right of Way Relocation Impact Report
- Initial Site Assessment,
- Asbestos Survey Report

The STA is currently updating/revising the Solano/Napa Travel Demand Model. This effort is expected to be completed late Spring 2015. This updated Model is to be used for this effort.

Perform all tasks required to develop the text, exhibits and cost estimate required for a Draft Project Report. This activity includes development and approval of Geometric Approval Drawings and any design exceptions that were not addressed during the PSR phase. Upon receipt of STA, Caltrans, and the City of Rio Vista's comments on the Draft Project Report, a Final Draft Project Report will be issued with the Draft Environmental Document.

### **Task 3: Perform Environmental Studies and Prepare Draft Environmental Document**

Based on the Preliminary Environmental Analysis performed during the PSR phase, the following environmental technical studies are assumed to be required:

- Community Impact Analysis, Land Use and Growth Studies
- Section 4(f) Evaluation Report
- Visual Resources Study
- Memorandum Section 106 review
- Water Quality Study
- Noise Study
- Air Quality Study
- Paleontology Study
- Cumulative Impacts Report
- Cultural Resource Studies
- Natural Environmental Study Report
- Biological Studies, including consultation with the USFWS

Draft studies will be submitted to the STA, Caltrans and the City of Rio Vista for review. As required, Caltrans will transmit documents, as needed, to Federal and State agencies for review and approval. The studies will be revised as needed to obtain STA and Caltrans approval of the reports.

### **Task 4: Circulate Draft Environmental Document (ED)**

An Administrative Draft ED will be prepared for submittal to the STA, Caltrans and the City of Rio Vista. The Administrative Draft ED will summarize the previous environmental reviews and the results of the environmental technical studies. The ED will be formatted consistent with the Caltrans templates from the Caltrans Standard Environmental Reference (SER) and will include Purpose & Need; Project Description; Affected Environment, Impacts & Mitigation; Consultation and Coordination; Preparers; and appendices as required. Technical reports and studies will be standalone documents available for review at STA and Caltrans offices upon request.

It is assumed that planning, conducting and documenting one (1) Public Hearing will be required. The Public Hearing will be an open house format to be held during the 45-day period when the Draft ED is available for public review and comment. Both will be staffed by the project team and Agency Staff. The consultant Team will prepare draft meeting notice (in English and Spanish) for STA/Caltrans to distribute and will prepare draft and final meeting summaries. Supporting materials will be prepared, including a fact sheet and comments forms. This meeting will conform to Title 6 requirements.

## **Task 5: Prepare and Approve Project Report and Final Environmental Document**

Update Project Report to include comments received at Public Meeting and final Agency comments. The Final Project Report will include up to two (2) rounds of revisions subsequent to final STA, , City of Rio Vista, and Caltrans review.

Update the Draft ED based on comments received during the 45-day public review period. Up to two (2) rounds of revision may be required to complete the Final ED.

Submit the Final ED to Caltrans for review and approval. The Final ED, including Response to Comments (individual responses to substantive comments concerning the environmental document) will be submitted with a request for a Finding of No Significant Impact (FONSI) from Caltrans on behalf of FHWA.

### **SCHEDULE**

<b><u>Milestone</u></b>	<b><u>Number of Months Following NTP</u></b>
<b>Task 1 – Project Management</b>	<b>30 Months</b>
<b>Task 2 – Preliminary Engineering Studies/Draft PR</b>	<b>12 Months</b>
<b>Task 3 – Environmental Technical Studies/Draft ED</b>	<b>18 to 24 Months</b>
<b>Task 4 – Circulate Draft ED/Public Open House</b>	<b>24 Months</b>
<b>Task 5 – Final PR/Final ED</b>	<b>30 Months</b>

## RFP SUBMITTAL REQUIREMENTS

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Please prepare your qualifications in accordance with the following requirements.

1. *Proposal:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. Resumes should be included in an appendix.
2. *Transmittal Letter:* The qualifications 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 qualifications 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:

Janet Adams, STA Director of Projects  
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, including coordination with and approvals from STA, the city of Rio Vista and Caltrans.
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 qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for this Project. 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 (detailed by quarter and major task) and an estimate of the total hours (detailed by position) required for the preparation of the Project Approval Report and Environmental Document (PA/ED). Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Project according to your proposed schedule. Discuss the firm/team's approach for completing the 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. Further, the Proposal shall include the team's Quality Assurance/Quality Control Plan and how it will be implemented on this Project.

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. *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.
10. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "State Route 12 Church Road Intersection Improvements."** The cost submittal 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.
11. *Local Preference Goal:* The STA has adopted a Local Preference Policy which encourages the hiring of local firms. The participation goal for local firms for this Project has been established at **2** percent (%). Additional points will be provided through the evaluation process for those firms who meet or exceed this goal. 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/localpref>.

## 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 qualifications 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, including an understanding of ArcGIS mapping techniques, symbology, and aesthetic map presentation.
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 the week of **December 15th, 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 and negotiate a services contract with the selected firm/team.

## SELECTION SCHEDULE

<b>December 5, 2014</b>	<b>Proposal 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><i>Late submittals will not be accepted.</i></b>
<b>Week of December 15th,</b>	Tentative panel interview date. STA selects recommended firm.
<b>February 2015</b>	Project commences

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

Janet Adams  
STA Director of Projects  
Phone (707) 424-6010  
[jadams@sta-snci.com](mailto:jadams@sta-snci.com)

All questions are due not later than November 19<sup>th</sup>. STA's responses and any necessary addendum will be issued via the STA website no later than November 21<sup>st</sup>. The consultant is responsible for checking the website prior to submittal of the Proposal and adhering to information provided by the respond to questions or any addendum that may be issued when submitting the Proposal.

## **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 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.

## **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.