



# CITY OF GARDENA

## PUBLIC WORKS ENGINEERING

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### REQUEST FOR PROPOSAL

### REDONDO BEACH BLVD ARTERIAL IMPROVEMENTS PROJECT

(JN 945)

DECEMBER 2021

Memoranda:

Proposal Due: January 20, 2022, 5:30 P.M.

Public Works Department – Public Works: (310) 217-9568

**REQUEST FOR RPROPOSALS  
ENGINEERING CONSULTANT SERVICES  
for  
REDONDO BEACH BOULEVARD ARTERIAL IMPROVEMENTS PROJECT, JN 945**

**OVERVIEW**

The City of Gardena (City) is Requesting for Proposals (RFP) from qualified civil engineering firms (Consultant) to provide professional engineering services for the Redondo Beach Boulevard (RBB) Arterial Improvements Project between Crenshaw Boulevard and Vermont Avenue (Approximately 1.9 miles). This project is funded through Measure M Multi-Year Subregional Program (MSP). The project's primary goal is to improve traffic flow and reduce congestions at major intersections that feeds to it. The detail required services and performance conditions are described in the Scope of Work (or Services).

The City makes no representation or guarantee as to, and shall not be responsible for, the accuracy, completeness, or pertinence of the Reference Documents, and, in addition shall not be responsible for any conclusions drawn therefrom. They are made available to the Proposer for the purpose of providing such information as is in the possession of the City, whether or not such information may be accurate, complete or pertinent, or of any value.

An electronic copy of this RFP is available for download at the city of Gardena Website <https://cityofgardena.org/rfps/>. Questions regarding this RFP shall be directed to William Mendoza at (310) 217-9608 or [wmendoza@cityofgardena.org](mailto:wmendoza@cityofgardena.org).

**Deadline to submit a proposal is January 20, 2022 at 5:30 p.m. Three (3) hard copies and one complete PDF copy (on USB memory stick) shall be addressed to:**

City of Gardena  
Department of Public Works Engineering Division  
1717 West 162<sup>nd</sup> Street  
Gardena, CA 90247  
Attn: William Mendoza, Associate Engineer

Proposal packages received after the deadline will not be accepted and will be returned unopened.

The City currently anticipates conducting the selection process in accordance with the following schedule. This schedule is subject to revision and the City reserves the right to modify the schedule as needed or necessary.

RFP released	December 8, 2021
Deadline for questions, clarifications	January 13, 2022
Proposal due	January 20, 2022
Consultant interviews (if necessary)	February 2-3, 2022
Consultant selection and Council award	February 22, 2022

## **PROJECT BACKGROUND**

The City of Gardena is seeking a consultant team to provide PS&E design services for the Redondo Beach Blvd Arterial Improvements Project from Crenshaw Blvd. to Vermont Ave. Redondo Beach Blvd serves as one of the primary east-west arterial streets for the Gardena community servicing businesses, residents, as well as commute traffic between Interstates 405 and 110.

In August 2020, the Los Angeles County Metropolitan Transportation Authority (LACMTA) granted the City's application for Design and Construction funding for improvement along RBB from Crenshaw Avenue to Vermont Avenue under Measure M MSP funds with a total project cost of \$5,567,000.

The primary goal for any project under the Measure M MSP is to reduce vehicle delay. A preliminary Traffic Analysis (Attachment C) shows RBB have numerous commercial and residential driveways resulting in excessive turning movements (left turns) between traffic signals. These movements impede the flow of through traffic and pose a safety issue. Additionally, the study identified intersections that have reached or are about to reach the threshold of minimum acceptable delay due to high traffic volume.

The project is to explore possible engineering solutions to the above issues, with reference to the preliminary Traffic Analysis, during the design phase. The consultant may choose to conduct additional studies either to explore other potential solutions or to augment the preliminary traffic analysis. One solution that has the most potential benefit is upgrading the aging traffic signal system for the nine (9) intersections that are within the project area including its communication lines with the city's Traffic Signal Facility. Another includes construction of new medians to manage the turning movements and adjusting the length of left turn lanes in the intersections. Another option that should be investigated is adding a 3<sup>rd</sup> travel lanes in areas where back up appears by eliminating parking but will require outreach to business and property owners. The existing pavement have different pavement condition ratings and therefore subject to various repair recommendations.

The City intends to award the design contract to the chosen consultant as soon as possible and hopes to complete the Design phase by the last quarter of 2022.

## **SCOPE OF SERVICES TO BE PROVIDED**

The consultant should identify, include and explain the services they propose to provide to allow the City to achieve the completion of the project improvements identified and described herein. The consultant should include Traffic Engineering, Civil, Landscaping and Irrigation disciplines to its team.

### **1.0 Preliminary Engineering.**

#### **1.1 Project Coordination and Meetings.**

The Consultant shall provide the necessary time to meet/coordinate with the City, adjacent jurisdictions and its community. City's elected public officials, and other agencies and organizations relevant to the project.

Consultant shall commence with a kick-off meeting with City staff. The project objectives will be discussed and confirmed. A project schedule shall be made and agreed upon. Lines of communication will be established, and specific task shall be clarified. The consultant shall schedule Regular Coordination and design progress meetings shall be performed as necessary throughout the duration of the project.

### 1.2 Records Research and Utility Coordination.

Consultant shall research and obtain available data needed including utility locations. City shall provide consultant with all Record drawings available. Consultant shall coordinate with utility companies to avoid conflicts with the proposed project improvements.

### 1.3 Topographic Survey and Base Sheet Preparation.

Perform Topographic survey with elevation cross sections at approximately 25' intervals. The survey should also include right-of-way, centerline, lot lines, curb and gutter, median curbs, cross gutters, ADA ramps, driveway aprons, surface features, appurtenances, sewer rim/inverts, storm drain rim/inverts, elevations, etc. Survey cost shall include location of street monuments pre-construction and reestablishment post-construction.

### 1.4 Preliminary Engineering Research and Field Investigation and other traffic study as necessary.

Review, verify and or augment (as necessary) preliminary traffic study (Attachment C).

### 1.5 Preliminary Design Report summary.

Consultant shall summarize and consolidate all research findings, analysis, concepts and recommendations and prepare a schematic plan showing layout of the proposed medians and lane additions (if any). The consultant, with the city staff, shall review, evaluate and correct said schematic and come up with a preliminary plan for presentation in the public outreach. The consultant will then come up with a final preliminary schematic that will serve as the starting point in the next engineering design phase.

### 1.6 Public Outreach

Consultant shall make presentations and gather public input during the design process. For proposal purposes, the consultant can expect to host at least three (3) public meetings with community stakeholders to be held during evening hours. The consultant will lead these public meetings with presentations of project features, answers to public questions, provide color exhibits for display and a record summary of the meetings. The consultant shall make recommendations to the city resulting from such public outreach and incorporate them into the Final Design Phase upon request of the city.

## 2.0 Final Engineering Design Phase (PS&E)

### 2.1 Evaluate pavement condition and make recommendations for reconstruction.

### 2.2 Research and Utility Coordination.

### 2.3 Incorporate a stormwater mitigation plan for construction to the project and include in the PS&E.

### 2.4 Evaluate and make recommendations for Removal and Replacement of Curb, Gutter and sidewalk as necessary. Recommend construction of new ADA ramps where none exist or make existing ones compliant.

### 2.5 Preparation of final PS&E for submission to the city for approval and final construction documents.

### 2.6 Perform Construction observation during construction. CM&I excluded.

### 2.7 Preparation of as-built plans after the completion of construction.

## **RFP SUBMITTAL REQUIREMENTS**

The City requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. The proposal shall be signed by someone authorized by the proposer to execute a contract between the City and proposer. Proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope to fully address the project issues and deliver the completed improvements:

1. **Methodology, Project Understanding, and Scope of Work** – Description which enable the City of Gardena to assess the proposer's experience and capability to perform the services as outlined in the Scope of Work in a structured and efficient fashion. Details with specific task descriptions to demonstrate that the proper has considered all aspects of the project and that the proper will cover them thoroughly. A list of the City's responsibilities, if any, shall be included. Five pages maximum is allowed.
2. **Potential Challenges** – A description of the anticipated potential challenges that will be faced by the consultant and how your team is skilled and capable to address those challenges. Two pages maximum is allowed.
3. **Personnel/Staffing Levels** – Names of all team members and sub-consultants, their roles for this project, and length of time with firm and in the industry shall be identified. Indicate whether your firm is a corporation, joint venture, partnership or sole proprietorship or a DBE. Indicate the name(s) of the owner(s) of your firm and number of years in business. An organization chart identifying the proposed team members shall also be included. Resumes of the individual(s) and sub-consultants assigned to the project shall be provided as an attachment to the proposal. Two pages maximum per individual is allowed.
4. **Representative Project Descriptions and Client Reference** – Provide up to three examples of similar projects, including a respective brief description of proposer's role(s) and responsibilities for each within the last five years. Additionally, each example shall include the client's contact name and telephone number. Five pages maximum is allowed collectively. Phone number shall be current, or the proposer will not receive credit for the reference.
5. **Comments Regarding Contract (if any)** – Submit comments, if any, to any clause(s) in the agreement that proposer objects to. Ensure that insurance and contract agreements can be met.
6. **Hourly Breakdown by Task** – The proposal shall provide a table that identifies each subtask and the number of hours assigned to each team member for this task. This provides the city with information on the consultant's understanding of the level of effort needed for the project. The consultant will not be held to the allocation of hours by subtask as the project moves forward but, will be held to the not to exceed amount identified in the cost estimate of consulting fee.

7. **Schedule** – The proposal shall provide a schedule for the entire project and identify each deliverable in the schedule. The Consultant shall assume two weeks for City review of all draft documents. All other reviews will be completed within three to five business days.
8. **Cost Estimates of Consulting Fee** – Each proposal shall include project specific fees. The costs are to be broken down by tasks and subtasks listed in the Scope of Work and shall indicate the proposed level of effort by staff, sub-consultants, and other overhead costs. A fee schedule outlining hourly rates of the staff levels shall also be included. Consultant estimates shall be placed in a separate sealed envelope.
9. As applicable, submit a list of lawsuits filed within the past (5) five years against the firm's Professional Liability Insurance policy (errors and omissions), if any. Accompanying each list shall be a declaration by a principal of the firm indicating careful review of such lists and adding appropriate information concerning the status or disposition of the lawsuits or claims. This information may be submitted separately and confidentially if so desired.

## **QUALIFICATIONS**

The City intends to select the most qualified consultant available for this assignment that demonstrates a thorough understanding of the City's needs and the ability to deliver the project in a reasonable timeframe and for a reasonable fee. It is imperative the Consultant's proposal fully addresses all aspects of the RFP. The proposal must clearly articulate the Consultant's understanding of the project and the City's specific requirements.

The City intends to rank the consultants based on the following factors (not necessarily listed in the order of importance):

- Project approach and understanding;
- Approach to potential challenges;
- Anticipated staffing levels;
- Qualifications and experience of proposed team members, including project manager and sub-consultants, on similar projects;
- Length of time team members have been with the firm;
- Other similar project experience.

Follow-up discussion or contract negotiations with selected consultant may be utilized to finalize the scope of work. If a contract cannot be negotiated with the highest ranked consultant for this project, the negotiations shall be terminated in writing and negotiations shall be started with the next highest ranked consultant.

## **GENERAL TERMS & CONDITIONS**

By submitting a Proposal, the Consultant represents that they have thoroughly examined and become familiar with the requirements of this RFP and can perform quality work to achieve the objectives of the City.

**The City reserves the right to withdraw the RFP at any time without prior notice. The City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City reserves the right to extend the deadline for Proposals, postpone reviewing the Proposals for its own convenience, to reject any and all Proposals without indicating any reasons for such rejection(s), and to negotiate with any qualified consultant. The City does not guarantee successful firms will be provided any projects.**

The successful consultant(s) and sub-consultants are required to obtain and maintain a City of Gardena business license and insurance. The license and insurance shall be maintained for the duration of the Agreement. A current business license is not a prerequisite for submittal of the proposal.

The City is not liable for any costs incurred by the Proposers before entering into a formal agreement. Costs for developing the Proposal or any other such expenses incurred by the Proposer in responding to this RFP and entirely the responsibility of the Proposer and shall not be reimbursed by the City.

The City is not responsible for Proposals which are delinquent, lost, incorrectly marked, sent to the wrong address, or sent by mail or courier service and not signed for by the City.

## **AGREEMENT & INSURANCE**

The City's Standard Consultant Services Agreement is included in Attachment A. The Consultant will be expected to enter into the Agreement without substantive changes. Any changes will require approval by the City Attorney.

The City's standard insurance requirements is included as part of the Standard Consultant Services Agreement included in Attachment A.

## **ATTACHMENTS**

Attachment A – Standard Consultant Services Agreement (Sample)

Attachment B – Measure M Highway Application Fact sheet

Attachment C – Traffic Analysis

## **ATTCHAMENT A**

**(Sample) Standard Consultant Services Agreement**



## **ATTCHAMENT B**

### **Measure M Highway Application Fact sheet**

## **ATTCHAMENT C**

### **Traffic Analysis**

