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# **CITY OF GRASS VALLEY**

REQUEST FOR PROPOSALS

FOR

**WOLF CREEK TRAIL PROJECT- ENGINEERING  
DESIGN AND ENVIRONMENTAL STUDIES**

Release Date: December 27, 2018

**Submittal Deadline: January 31, 2019, 5:00 PM**

# **REQUEST FOR PROPOSALS**

## **I. INTRODUCTION AND BACKGROUND**

The City of Grass Valley is located in the central/western portion of Nevada County, California, approximately 30 miles east of Marysville and about 20 miles north of Auburn. Grass Valley is a historic gold mining town which incorporated as a Charter City in 1893. As western Nevada County's economic hub, the City provides a full range of services including police, fire, water and wastewater treatment, and other typical public services to over 13,000 residents in a five square mile area.

The City was founded on the banks of Wolf Creek and the creek still bisects the town, running from its Eastern boundary near Brunswick and Idaho Maryland Road, west into the center of town and then turning south, roughly paralleling Mill Street and Freeman Lane. For many years the community has dreamed of a shared use, non-motorized trail running along the creek and in April 2006 the Wolf Creek Alignment Study and Conceptual Master Plan was adopted by the City of Grass Valley to help guide this vision. Finally, in 2018, construction began on Phase I of the Wolf Creek Trail, a 1.2-mile section from Freeman Lane north to the City's Glen Jones Park at Allison Ranch Road and Freeman Lane. In order to build on this recent progress, the City is looking to initiate design and environmental work on the remaining approximately 2.2 miles of the trail from Glen Jones Park to Sutton Way and Idaho Maryland Road

The City of Grass Valley is soliciting sealed proposals from qualified firms to perform and oversee all necessary preliminary engineering design, environmental studies and related services for the Wolf Creek Trail Project in the City of Grass Valley, CA. The scope of work for this portion of the project is intended to complete 30% level engineering design and complete the environmental review processes.

The work scope will include alternatives analysis/preferred route selection, surveying (including topographic and boundary surveys), preliminary engineering designs, and preliminary cost estimates for a 30% level design. The project will be subject to the California Environmental Quality Act (CEQA) environmental review and studies. The consultant team will produce and complete the CEQA documents and process.

This Request for Proposals (RFP) includes a complete description of the scope of work anticipated, proposal requirements, instructions and selection criteria, and a schedule and budget for the proposed work.

## **II. SCOPE OF WORK**

### **Task 1.0: Project Meetings and Coordination**

Task 1.1: Project Meetings: The consultant will establish a Project Development Team (PDT) including, the design team, City of Grass Valley staff, and occasionally the CA Department of Transportation (Caltrans), Wolf Creek Community Alliance representatives, utility company representatives and possibly other agencies. The consultant will hold an initial "kick-off" meeting with the PDT to finalize project goals and objectives, project deliverables, and timeline; and identify any critical and/or regional issues as background to the project. In conjunction with this meeting, the consultant will review prior studies and other related documents and identify any data needs that will be required. Additional PDT meetings will be held as needed throughout the project.

Task 1.2: Coordination: The consultant will perform ongoing project coordination with City staff, Caltrans, and other oversight/resource agencies including, but not limited to Regional Water Quality Control Board, Army Corp of Engineers, CA Fish and Wildlife, and utility companies. Work will include general coordination, meetings and correspondence, including letters, memos, email and phone calls, and maintaining project files necessary to manage the project.

## **Task 2.0: Data Collection, Survey and Mapping**

Task 2.1: Data Collection: The consultant will research and gather all available mapping and planning information on the proposed trail project area. Documents to be assembled include: City base map, Caltrans ROW maps, APN maps, subdivision maps, FEMA maps and previous trail planning documents. Field investigations will be performed to verify current conditions, evaluate alternatives and identify opportunities.

Task 2.2: Survey: A geo-rectified orthomosaic/topographic aerial survey will be completed for the trail project area (approximately 30ft either side of the preferred alignment) with horizontal and vertical accuracy of +/- 0.2ft. Field surveys may be required to supplement flight data in low visibility and high sensitivity areas. A boundary analysis will be conducted, including recorded easements, for those properties intersecting the trail. Ties to established benchmarks will be included and FEMA flood plain boundaries and elevations identified.

Task 2.3: Mapping: The consultant will develop a comprehensive digital surface model base map as an AutoCAD Civil 3D file, complete with planimetrics, line art and 1ft contour intervals. Accurate property boundary and flood plain boundary limits will be included as discrete layers in the base map. Available above and below ground utility information will be mapped in the project area.

## **Task 3.0: Preliminary Engineering**

Task 3.1: Preliminary Alignment: Using exiting planning documents, survey information and field investigations, a preliminary trail alignment will be established. Alternative alignment options will be developed in difficult or significantly impactful trail sections. A field walk will be performed with the PDT to analyze the proposed alignment, evaluate alternative and assess feasibility.

Task 3.2: Alignment Selection: Alternate alignments and optional areas of improvement will be discussed with the PDT and presented in a public meeting. Based on the input received, the consultant will establish the preferred ultimate trail alignment. Some challenging sections may have multiple alignments proposed based on unknowns (environmental, right of way, cost, etc.)

Task 3.3: 30% Engineering Plans: Preliminary engineering plans of the preferred alignment will be completed to the 30% level. Plan, profile, details and notes sheets typical of the 30% design level will be prepared and submitted for review by the City. One series of revisions may be needed to address minor corrections or clarifications requested by the City.

Task 3.4: Cost Estimates: Detailed engineering cost estimates for the 30% level design will be prepared by the consultant. Alternative alignments and optional improvements will be included in the estimate as alternate items.

## **Task 4.0: Environmental Studies**

Task 4.1: Prepare Draft CEQA Documents: The consultant will prepare the draft CEQA document and additional any additional documentation that is required. An Initial Study and a finding of Negative Declaration or Mitigate Negative Declaration is expected. After City review, the consultant will circulate the draft document for public review and comment with the appropriate notices.

Task 4.2: Environmental Clearance: The consultant will complete the final documentation and processes necessary for CEQA clearance of the preferred alignment. Responses to public comments will be compiled and the environmental document revised to finalize the CEQA document. A Notice of Determination will be prepared, and appropriate distribution and filings completed.

Task 4.3: Additional Studies: Additional studies may be necessary to complete a thorough review process. The need for additional studies may not be known until the final alignment is determined and the environmental review process initiated. Potential studies may include a Geotechnical Study, Biological Study, Cultural Study, Wetland Delineation Report, Historic Property Survey Report. The consultant may wish to include a description of work or costs estimate for those studies that are deemed likely to be necessary.

### **Task 5.0: Public Outreach**

Task 5.1: Public Meetings: Multiple public meetings/workshops are expected in preparation of the engineering design and environmental analysis. The consultant will develop notices, exhibits, and material for public workshops to be held at City facilities. The consultant will be present and typically lead the public meetings in partnership with City staff. The consultant will present the final alignment and summary to the City Council at a regularly scheduled meeting. Attendance at additional Council meetings may be necessary to complete the environmental process.

Task 5.2: Focus Meetings: Numerous focus meetings may be necessary in the field or at City offices to discuss concerns and request of property owners and interested stakeholders. The consultant will coordinate and attend focus meetings as required.

### **Future Tasks**

There are several potential future tasks that the City of Grass Valley may wish to have completed through a contract amendment with the selected consultant. Although the tasks are not part of this scope of work, the proposer should describe their ability to complete the following tasks:

- Secure necessary permits from the Army Corp of Engineers, Regional Quality Control Board, Fish and Wildlife, and Caltrans.
- Prepare final design plans, technical specifications and cost estimates for future trail construction phases.
- Prepare legal descriptions and deed documents for the required trail easements.

## **III. DELIVERABLES**

Deliverable 1.0: Maps and Surveys: Maps and surveys will be prepared for the listed tasks and provided to the City in electronic format as .pdf and AutoCAD Civil 3D 2019 .dwg files. GIS files may be provided for certain maps as appropriate. Two full size plan sets on bond paper of the final 30% engineering design will be delivered.

Deliverable 2.0: Reports: Final reports will be provided to the City in electronic format as .pdf and Microsoft Word .docx files. Estimates will be provided in electronic format as .pdf and Microsoft Excel .xlsx format. Two hard copies of all final reports will be provided as requested. Copies of draft reports will be prepared and distributed as necessary to complete the scope of work.

#### **IV. PROPOSAL FORMAT**

The proposal should be limited to specific discussions of the elements outlined in this RFP. The intent of the RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the stated budget. The proposal should follow the general outline in the order shown below:

**Cover Page/Introduction:** A brief description of the consultant's firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualification for performing the subject services. A brief summary of the firm's experience in similar projects and any special experience that may be applicable.

**Project Team:** An organizational chart depicting the principal staff and subconsultants proposed by the firm and the expected time allocated to each team member. A brief summary of the qualifications and experience of each team member, including their length of service with their firm and a resume.

**Technical Approach:** The firm's proposed work plan and task description of how the firm will comply with the proposed scope of work. A discussion of what tasks may be coordinated with sub-consultants and the firm's ability to complete potential future tasks.

**Project Schedule and Costs:** The proposed project schedule and cost, including the method of compensation, the hourly rate for principals, employees to be assigned to this project, and a summary of any other related costs that are to be billed directly. A detailed schedule of proposed costs shall be included in the proposal.

**References:** A list of references for similar projects, including contact person, phone numbers, and the professional staff who performed the work.

**Exceptions and Additions:** Describe any proposed exceptions, alterations or additions to the Scope of Services or other requirements of this RFP, including the standards Professional Service Agreement.

#### **V. PROPOSAL SUBMITTAL**

Proposals are to be received at the City of Grass Valley City Hall office no later than **5:00 p.m., Thursday, January 31, 2019**. The transmittal letter should include the name, title, address, phone number, an original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the consultant or consultant firm has reviewed and accepted

the City of Grass valley sample agreement (Attachment B) with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

Deliver three (3) bound copies of the proposal and one (1) electronic version on a USB flash drive to City of Grass Valley, Attn: Bjorn Jones, 125 E Main St, Grass Valley, CA 95945. Late proposals will not be accepted.

## VI. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE
Distribute RFP	December 27, 2018
Proposals Due	January 31, 2019
Consultant Review and Selection	February 2019
PDT Kickoff Meeting	April 2019
Research and Data Collection	May 2019
Survey and Mapping	June 2019
Preliminary Alignment	June 2019
Alignment Selection	July 2019
Preliminary Design and Report	August 2019
Draft CEQA Document	September 2019
30% Engineering Design and Cost Estimate	December 2019
Final CEQA Document	December 2019

## VII. SELECTION CRITERIA

A Selection Committee will perform an in-depth analysis of all proposals, carefully evaluating each one with the following criteria:

CRITERIA	WEIGHT/POINTS
Understanding of project requirements, issues, and challenges	15
Approach to be followed and tasks to be performed, including detailed steps, resources required, and proposed project schedule	20
Specialized experience and technical competence of personnel to be assigned to project.	20
Relative allocation of resources to key tasks, including the time and skills of personnel assigned to the task and the consultant's approach to managing resources and project output.	15
Qualifications of the project leader and assurance of involvement in the project.	10
Proposed cost to accomplish the RFP scope of work.	20
<b>TOTAL</b>	<b>100</b>

Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the above criteria. The firm(s) submitting the highest rated proposal may be invited for interviews (optional).

The City reserves the right to make an award without further discussion of the submittal with the offeror. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose.

The City reserves the right to award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.

Award of a contract will not be based on discrimination based on race, religion, color, age, sex or national origin in accordance with the requirements of Title 49 CFR 26.13(b).

## **VIII. BUDGET AND FINANCIAL CONDITIONS**

The contract that results from this RFP will specify a maximum “not to exceed” fee. A budget amount and payment schedule will be agreed upon between the City and the consultant during contract negotiations. An initial estimated budget of \$210,000 has been established for this work.

All applicable costs may be charged to the contract within the agreed upon fixed price limit. Appropriate charges may include wages and salaries, overhead, travel, materials and subcontractor costs. Consultant shall provide all necessary equipment including software, materials, supplies, and safety equipment required for its personnel to perform the services accurately, efficiently, and safely. Compensation for these items shall be considered included in the Consultant’s overhead. Only those items listed in the cost proposal shall be reimbursed by the City.

The City will not provide financial assistance to the consultant beyond negotiated fees but will collaborate with the consultant and give reasonable cooperation in the collection of information and facilitation of meetings with appropriate agencies. The City of Grass Valley shall not be liable for any pre-contractual expenses incurred by the Consultant in the preparation of its proposal. Pre-contractual expenses are defined as expenses incurred by the Consultant in preparing its proposal; submitting the proposal; negotiating with the City of Grass Valley related to this RFP; or any other expenses that may be incurred by the Consultant prior to the date of award of this Contract.

## **IX. GENERAL TERMS & CONDITIONS**

**Assurance of Designated Project Team:** Proposer shall assure that the designated project team, including sub-Consultants (if any), is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team or sub-Consultant(s) shall not be made without the prior written approval of the City.

**Standard Contract.** Upon completion of the evaluation and recommendation for award, the selected firm(s) will be required to execute a professional services agreement, a sample of which is included as **Attachment B**.

**Notice of Termination:** Upon failure of performance by the other party, or at the City's convenience, either party may terminate the contract upon ten (10) days written notice to the other party. If the contract is to be terminated, the consultant shall be paid the amount due for work properly completed and approved by the City, up to the date of the notice of termination, based on the actual costs to the consultant attributable to the project, less any compensation to City for damages suffered as a result of Consultant's failure to comply with the terms of the contract.

**Conflict of Interest.** The Consultant shall warrant that no official or employee of the City has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

**Non-Collusion.** Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to proposals which are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary contractor and the associated sub-contractors.

**Indemnification & Insurance Requirements.** The City's standard indemnification and insurance requirements are provided in the sample contract, **Attachment B**. All costs of complying with the insurance requirements shall be included in your pricing. The selected firm shall provide complete and valid insurance certificates within ten (10) days of the City's written request. Failure to provide the documents within the time stated may result in the rejection of the firm's proposal.

## **X. INQUIRIES AND ADDENDA**

Direct all inquiries regarding this RFP in writing to:

Bjorn Jones, Assistant City Engineer  
City of Grass Valley  
125 East Main Street  
Grass Valley, CA 95945  
Phone: (530) 274-4353  
Fax: (530) 274-4399  
Email: [bjornj@cityofgrassvalley.com](mailto:bjornj@cityofgrassvalley.com)

Questions regarding this RFP must be submitted by January 18, 2019. No response will be given to verbal questions. The City reserves the right to decline a response to any question if, in the City's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the City, will be provided on or about January 22, 2019 to all firms that reply by email and indicate they plan to respond to this RFP.



