I. SCOPE OF WORK

The scope of work for the city’s water main replacement project includes engineering design and bid/construction support services for the replacement of water mains as follows:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>EXISTING SIZE (IN.)</th>
<th>MATERIAL</th>
<th>LENGTH (FT.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alley w/Elm Dr. - Burton Way to Clifton Way</td>
<td>4</td>
<td>steel</td>
<td>1000</td>
</tr>
<tr>
<td>Alley w/Maple Dr. - Burton Way to alley n/Wilshire</td>
<td>8</td>
<td>CI</td>
<td>1630</td>
</tr>
<tr>
<td>Alley n/Wilshire Blvd. - Rexford Dr. to alley w/Whetherly Dr.</td>
<td>8</td>
<td>CI</td>
<td>1630</td>
</tr>
<tr>
<td>Dayton Way - alley w/Palm Dr. to alley w/Wetherly Dr.</td>
<td>6</td>
<td>CI</td>
<td>1120</td>
</tr>
<tr>
<td>&quot;L&quot; alley w/Foothill Rd. - Dayton Way to Foothill Rd.</td>
<td>4</td>
<td>steel</td>
<td>320</td>
</tr>
<tr>
<td>Dayton Way - Rexford Dr. to alley w/Foothill Rd.</td>
<td>6</td>
<td>CI</td>
<td>420</td>
</tr>
<tr>
<td>Foothill Rd. - Dayton Way to alley s/Dayton Way</td>
<td>6</td>
<td>CI</td>
<td>190</td>
</tr>
<tr>
<td>Elm Dr. - Clifton Way to Rexford Dr.</td>
<td>2</td>
<td>GA</td>
<td>240</td>
</tr>
<tr>
<td>Clifton Way - Rexford Dr. to Maple Dr.</td>
<td>18</td>
<td>steel</td>
<td>770</td>
</tr>
<tr>
<td>Le Doux Rd. - Charleville Blvd. to Gregory Way</td>
<td>8</td>
<td>DI</td>
<td>800</td>
</tr>
<tr>
<td>Alley w/Palm Dr. - Alden Dr. to Burton Way</td>
<td>8</td>
<td>CI</td>
<td>1060</td>
</tr>
<tr>
<td>Alley w/Palm Dr. - Elevado Ave. to Carmelita Ave.</td>
<td>6</td>
<td>CI</td>
<td>1420</td>
</tr>
<tr>
<td>Alley w/Palm Dr. - Carmelita Ave. to alley n/NSM Blvd.</td>
<td>4</td>
<td>steel</td>
<td>980</td>
</tr>
<tr>
<td>Alley w/Maple Dr. - Lomitas Ave. to alley n/NSM Blvd.</td>
<td>6</td>
<td>CI</td>
<td>3650</td>
</tr>
<tr>
<td>Alley w/Arden Dr. - Sunset Blvd. to Elevado Ave.</td>
<td>8</td>
<td>DI</td>
<td>1070</td>
</tr>
<tr>
<td>Alley w/Arden Dr. - Elevado Ave. to alley n/NSM Blvd.</td>
<td>4</td>
<td>CI</td>
<td>2290</td>
</tr>
<tr>
<td>Alley w/Roxbury Dr. - Sunset Blvd. to Lomitas Ave.</td>
<td>4</td>
<td>CI</td>
<td>1530</td>
</tr>
<tr>
<td>Calle Vista Dr. - alley n/Doheny Rd. to Doheny Rd.</td>
<td>6</td>
<td>CI</td>
<td>900</td>
</tr>
<tr>
<td>Calle Vista Dr. - alley n/Doheny Rd. to Doheny Rd.</td>
<td>10</td>
<td>CI</td>
<td>900</td>
</tr>
</tbody>
</table>

Total Pipe 21,920 LF

The design engineer shall provide engineering services for the followings tasks:

1. Preliminary Engineering Services
   
   A. As-Built Research, Investigation and Review

   Consultant shall meet with City staff to identify background information to ensure incorporation of city staff suggestions, recommendations, directions and other requirements into the projects. Consultant shall indentify, collect and review City’s record drawings of all streets and alleys requiring water line improvements within the project limit.
B. Utility Research and Notification

Consultant shall research available utility records and identify utilities within the project limits. The information obtained shall be summarized on the project base map. Concurrent with preliminary design, utility information requests will be sent to each utility companies requesting verification of location, size and depth of facilities within the project limits.

2. Field Survey

Consultant shall perform topographic surveying to obtain design topography for the water main replacement. Cross sections shall be collected within the right of way. All surface features for all utilities within the right of way shall be located which including valve covers, water meters, manholes, vaults and storm drain catch basins. The basis of the horizontal datum shall be the most recent City of Beverly Hills bench mark elevations as shown in the National Geodetic Vertical Datum of 1929 (NGVD29). All field topography shall be collected electronically for data processing.

3. Preliminary Engineering Design

Consultant shall coordinate with City staff to establish design criteria, pipeline alignment and sizes. Consultant shall conduct field walk to determine potential design and construction conflicts and verify field topography data. Consultant shall review design criteria, key issues and recommend alignments for the project and obtain the City approval of the proposed alignments.

4. Final Engineering Design

A. Consultant shall prepare drawing package consisting of plan and profile drawings for the construction of water main replacement project. The package of drawings shall include a Title Sheet, General Notes, Plan and Profile of the pipeline and construction details to construct the water lines. Consultant shall submit for City review of 10%, 50%, and 90% design drawings. Final design drawings shall be complete bid-ready plan and profile drawings.

B. Engineer’s Quantity and Cost estimate

Consultant shall prepare an Engineer’s Quantity and Cost Estimate that will be submitted as part of each of the 10%, 50%, 90% and 100% Submittals.

C. Construction Specifications and Bid Documents


Consultant shall compile these specifications and proposal documents with City of Beverly Hills “boiler plate” documents. Sample documents are available upon request.
5. Engineering Support During Bidding and Construction

A. Plan Interpretation and Bidding Assistance

Consultant shall provide construction plan interpretation and consultation during the bidding phase of the project. Consultant shall assist the City in preparing bid addenda as required to provide clarification to drawings and response to Request For Information (RFI).

B. Construction Support and Shop Drawing Review

Consultant shall provide shop drawing review of manufacturer’s submittals, provide change order review and meet with City to discuss change orders and construction issues.

C. Construction Staking

Consultant shall provide one set of line and grade stake for the waterline. The stake shall be set at approximately 50 foot intervals and at Bs, ECs, angle points and grade breaks. The staking shall include marking cut or fill to top of curb or finish surface.

6. Meetings and Reports

A. Coordination and Progress Meetings: Conduct bi-weekly progress and coordination meetings at Public Works building with City staff. Prepare and distribute bi-weekly meetings and minutes, and project status reports. Schedule and attend meetings with the City as necessary, to review and discuss specific issues not covered during progress meetings.

B. Bi-Weekly Reports: Prepare bi-weekly summary design reports indicating job status, schedule update and current project costs.

C. Meeting Minutes: Prepare meeting minutes and distribute for comment before finalizing.

II. SUBMISSION REQUIREMENTS

Firms wishing to be considered for this project shall submit five (5) copies of the proposal to: Tristan D. Malabanan, P.E., Civil Engineering Division, 345 Foothill Rd., Beverly Hills, CA 90210, by 4 p.m. on January 16, 2013. The proposal shall be signed by an official authorized to bind the firm and must contain a statement to the effect that the proposal is valid for ninety (90) days.

Proposal information shall be submitted in two (2) envelopes as follows.

1. The first envelope, clearly identified as “Technical Proposal” shall be limited to 30 pages total and contain the following information:

   A. Introductory letter, firm name, address, and telephone number; contact person, and table of contents.

   B. A clear and concise response as to why the City of Beverly Hills should select your firm for this work.

   C. Statement of qualifications of firm.
D. A detailed description of similar projects successfully completed by the firm in the past ten years. Relevant experience illustrating the firm’s capabilities which must include description of work performed at other public agencies specifically managed by the designated Project Manager. Preferably include a list of clients for which your firm has established computerized pavement management programs. Include project start and completion dates. Cite specific projects of a similar nature to the project described herein. Include the name, telephone number, and email address of a contact person for each client who can verify the information provided. Listing of current projects and percent complete.

E. Provide a brief narrative indicating the management structure of your firm, the tenure of management, and ownership of the firm.

F. Resume of the Project Manager that will be assigned to work as the “lead person” on this project and be the City's liaison. This individual must be a licensed civil engineer. Include a detailed description of the assigned Project Manager's experience in pavement analysis and specifically identifying the projects.

G. Firm personnel experience - A listing of team personnel who will actually be assigned to perform substantial amounts of the work on this project. Provide a resume and experience record for each person, including years of experience, education and anticipated amount of time each will actually work on this project, and location of each person.

H. Sub-consultant personnel experience - Names and addresses of any outside consultants, associates and contractors proposed to be involved with this project. Include each proposed sub-consultant’s experience and qualifications as described above for firm’s personnel.

I. A detailed proposed scope-of-work and methodology consisting of individual tasks for the project. This scope-of-work will be used as a basis for later contract negotiations including project deliverables and payment schedules.

J. Project Schedule – A proposed time schedule and a method of assuring that the time schedule is met, including the name of the person responsible for the time schedule. Please include an estimated two weeks of review time for each project deliverable due to the City. The actual design phase should be no longer than 3 months from Notice to Proceed to submittal of the 100% plans and specifications.

K. Documentation of no personal or organizational conflicts of interest with City of Beverly Hills interests.

2. The second envelope, clearly identified as "Cost Proposal" shall contain the following information:

A. The "not-to-exceed" cost proposal should break down the various elements of cost for the project into each individual tasks. The cost break down shall at the very minimum reflect the phases and sub-phases as described in this Request for Proposal. All fees and expenses should be incorporate into the cost proposal including all blue printing, photocopying, travel and miscellaneous costs, estimated to be accrued during the life of the contract. Also, include any escalation or inflation factors anticipated. No increase in fees will be allowed during the life of the contract. Extension of the contract will be a basis for renegotiation of fees.
B. The Consultant shall identify the number of technical and professional personnel hours (project manager and key professionals) for each task or sub-task. Payment for services is anticipated to be based on man-hours, fee schedule (personnel rate).

**NOTE:** Please be sure to place the quotation of fees in a separate envelope from the “Technical Proposal” so that an evaluation of the proposal based on merit may be completed.

### III. CONSULTANT SELECTION PROCESS

A panel of the Civil Engineering Division staff members will review the submitted proposals based on the evaluation factors noted. Proposals will be evaluated primarily on the demonstrated ability of the project team members who will actually perform substantial amounts of the work on our project.

Proposals will be evaluated based on the following criteria:

1. Firm experience/reputation/workload - Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm’s ability to take on additional work, demonstrated understanding of the City’s goals and purpose for this project, specific management approach and how the firm proposes to achieve the project’s time goals, how well the firm’s organizational structure shows sufficient depth for its present workload, and the firm’s ability to offer the breadth and quality of services required for the project.

2. Experience of the personnel assigned to the project team - A firm provides the resources but the individuals assigned to a project are how the job gets done. The City of Beverly Hills will give considerable weight to the individual qualifications of the project team members who will actually do most of the work on this project. Considerations will include qualifications of key personnel, project team member’s individual experience and other qualifications, project manager’s experience, sub-consultant’s individual experience and other qualifications.

3. Response to the project objectives outlined in the RFP – including demonstrated understanding of scope of project, and demonstrated ability to present technical data in a user-friendly format with appropriate use of graphics.

4. Adherence to proposal format.

5. Schedule - The proposed schedule for performing the work for the project. The selected firm should be ready to start work immediately after the design contract is awarded by City Council on February 19, 2013.

6. Price proposal – City of Beverly Hills will consider cost in overall evaluation of the proposals. This project will not necessarily be awarded to the lowest priced proposal, but cost is one criterion and will be considered among the other factors.

7. Project Completion – Preference may be given to those who can demonstrate accelerating the schedule for project completion.

A contract may be negotiated for the project for the extent of services to be rendered and for the method of compensation. If agreement is not reached on the project, negotiations will be terminated. Negotiations may then be undertaken with the review board’s second choice for that project. When
agreement is reached with the Consultant, a contract for the work will be prepared in final form, executed by the Consultant and submitted to the City Council of the City of Beverly Hills for approval and execution.

IV. GENERAL CONDITIONS

This request for proposal does not commit the City of Beverly Hills to award a Contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or Contract for services or supplies. The City of Beverly Hills reserves the right to accept or reject any or all responses received as a result of this request for proposals or to cancel this request in part or in its entirety if is in the best interest of the City to do so. Respondents shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, or agent of the City that have influence in the selection of the Consultant for the purpose of influencing favorable disposition toward either their proposal packages or any other packages.

The Consultant shall carry General Liability Insurance, with minimum limits of $1,000,000 for each occurrence and $2,000,000 in the aggregate, combined single limit, naming the City, City Council and each of its members, and the officers and employees of the City, as additionally insured for purposes of the contract, such coverage not to be canceled unless a 30-day written notice is given to the City.

A copy of the City's standard specifications for consultant agreements is available upon request. The provisions of the standard specifications will be included in any agreement with a Consultant and should be considered when submitting a proposal.

The selected firm shall maintain in full force and effect at all times during the term of the agreement, professional liability insurance in the amount of Five Million Dollars ($2,000,000) which shall provide coverage for any damages or losses suffered by the City as a result of any error or omission or neglect by the Consultant which arises out of the professional services required by the Agreement. Certificates shall be as per City standard form.

The City reserves the right to cancel the project at any phase or at any point in any phase and pay the Consultant only for costs incurred to that date. All data, documents and other products used or developed during the project will remain the property of the City upon completion of that phase of the project.

REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this document shall be submitted in writing to Tristan D. Malabanan at the following address by 4:00 p.m., January 10, 2013: Tristan D. Malabanan, P.E., Civil Engineering Division, Public Works and Transportation Department 345 Foothill Rd. Beverly Hills, CA 90210. Electronic mail also is acceptable: tmalabanan@beverlyhills.org

- END -