

AMADOR COUNTY TRANSPORTATION COMMISSION

REQUEST FOR PROPOSALS (RFP)

Sutter Hill Transit Center Administration and Telecommute Facility

The Amador County Transportation Commission (ACTC) is soliciting qualified firms to submit proposals for architecture and engineering services for the Sutter Hill Transit Center (SHTC) Administration and Telecommute Facility.

Interested firms should submit proposals that contain all information required herein to Charles Field, Executive Director, Amador County Transportation Commission, 11400 American Legion Dr., Jackson, CA 95642 prior to 2:00 p.m. on Tuesday, December 23, 2008. Postmarks will not be accepted.

BACKGROUND/PROJECT DESCRIPTION

Amador County is located approximately 30 miles southeast of Sacramento on the western slope of the Sierra Nevada mountains. The County's population is 35,100 (2000 Census).

The Sutter Hill Transit Center is a 4.5 acre regional transit center located in the City of Sutter Creek (see Exhibit 1). The facility is strategically located immediately off State Routes 49 and 104, and near State Route 88. Upon completion, the facility will include 100+ passenger vehicle parking spaces, a bus transfer facility with enclosed Transit Center, and an administrative office / telecommute center. The Transit Center will include a semi-enclosed building that may be leased in part by the Amador Council of Tourism.

The original site was significantly sloped. Substantial fill material is being imported to create inter-connected, usable spaces within the project site. Design of each phase of the project has required careful balancing of many factors, including functionality, Americans with Disabilities Act (ADA) paths of travel, preserving scenic resources, and minimizing the need for retaining walls.

ACTC has a series of grants, consisting of local, State, and Federal funds to construct the Sutter Hill Transit Center in three construction contracts:

- Phase 1 is under construction and will be complete by June 2009. This phase is constructing all site work on the north side of the main drive aisle, including 40 passenger vehicle parking spaces and a bus transfer facility to accommodate full-size transit vehicles. This phase is also rough grading the south side of the main drive aisle. The awarded construction contract was \$1.1 million.
- Phase 2 is in final design and will begin construction in Spring 2009. This phase is constructing a 1400 square foot Transit Center Building within the bus transfer facility, and all site improvements on the south side of the site except for the Administration and Telecommute Facility. Final Phase 2 plans are dependent upon direction from the design team being solicited through this RFP. The preliminary construction estimate for Phase 2 is \$500,000.
- Phase 3 is construction of the Sutter Hill Transit Center Administration and Telecommute Facility. Notice to Bidders for the Sutter Hill Transit Center Administration and Telecommute Facility project is scheduled for May 8, 2009. Construction will begin when construction of site work is substantially complete. The construction budget is \$1.0 million.

The purpose of this RFP is to solicit the full range of architecture and engineering design services for the Phase 3 project, including, but not limited to, preparation of final plans, specifications, and estimates for the Sutter Hill Transit Center Administration and Telecommute Facility, and additional ancillary facilities.

Throughout the duration of the contract the consultant will work under the direction of the ACTC Project Manager, Matt Boyer, Dokken Engineering. For administrative and oversight purposes, it is envisioned that the successful proposer will be issued a sub-contract to the existing ACTC contract with Dokken Engineering,

although the successful proposer will be expected to independently produce all deliverables and will sign and stamp its own work.

SCOPE OF WORK

Proposals must, at a minimum, include the following items that are part of the Scope of Work for this project.

1. Review relevant background materials including the approved Mitigated Negative Declaration, Conditional Use Permit, Phase 1 site construction plans, Phase 2 conceptual site plans, City of Sutter Creek policies and ordinances, and other documents necessary to fulfill the requirements of this project.
2. Review details of the conceptual site plan for the Phase 2 project - south of the main drive aisle – and provide specific recommendations on the location, elevation, and directional orientation of the pad for the Sutter Hill Transit Center Administration and Telecommute Facility building. Recommendations must also be made for the location of utility stub outs. These recommendations must be made within 3 weeks of Notice to Proceed (see project schedule on page 6).

The conceptual site plan is shown in Exhibit 2. The recommendations must consider the following factors:

- Maximizing the area for passenger vehicle parking to at least meet, and if possible exceed, minimum requirements for parking.
- Ensuring compliance with ADA requirements and minimizing ADA paths of travel.
- Minimizing the need for, and size of, retaining walls for aesthetic reasons.
- Minimizing impacts to the trees and rock formations shown in Exhibit 3.
- Orienting the building to maximize scenic viewsheds from inside and outside of the building.
- Maximizing solar efficiency of panels on the Sutter Hill Transit Center Administration and Telecommute Facility building while ensuring the building and roof architecture are aesthetically integrated with the Transit Center Building (see Exhibits 4 and 5).

Based upon final decisions on the location, elevation, and directional orientation of the Administration and Telecommute Facility building final plans and specifications for the Phase 2 project will be prepared under separate contract.

Respondents to this RFP should assume that engineering and related services needed to design the south side of the Transit Center will be completed as part of work on Phase 2.

Other than these initial recommendations, proposals should assume that the Phase 3 project will begin with a finished grade pad and stubbed-out utilities.

3. Prepare plans, specifications, estimate, and contract documents for Sutter Hill Transit Center Administration and Telecommute Facility. For purposes of preparing proposals, consultants should assume the following basic design requirements:
 - 2-story building with approximately 3500 square feet total located within the over-sized pad area identified in Exhibit 2.
 - Within the ACTC administrative office portion of the facility, a minimum of four walled offices and three cubicle work spaces.
 - A separate mail room / production area for printers, copiers, etc.
 - A separate secure room for all data, telecommunications, security and communications systems.

- A break room.
- Restrooms.
- A large joint-use room that is suitable for multiple purposes, including:
 - ✓ ACTC Board and Advisory Committee Meetings.
 - ✓ Community workshops and other public meetings.
 - ✓ Training sessions, including computer-based training.
 - ✓ Teleconferences.
 - ✓ Telecommuting work stations.
- Solar panels on the. (Cost will determine whether some or all solar panels will be installed as part of the Phase 3 project).

These design requirements are stated for purposes of preparing the scope, schedule, and fee for proposals. Design requirements will be developed by the successful proposer at the beginning of the project.

Proposals must address the *feasibility, cost considerations, and schedule impacts* of constructing the Sutter Hill Transit Center Administration and Telecommute Facility to incorporate principles of Universal Design, and to achieve Leadership in Energy and Environmental Design (LEED) certification under the LEED for New Construction rating system.

Plans will be developed in close coordination with two committees.

- a. The location, orientation, exterior layout, and elevations, and exterior building style, colors and materials will be developed under the direction of the Project Oversight Committee. The Oversight Committee has been involved in planning and design of all other elements of the SHTC. The Oversight Committee includes staff and elected representatives from ACTC, the Amador Regional Transit System, the City of Sutter Creek, and Caltrans.
- b. The interior layouts will be developed through an initial workshop and subsequent meetings with a new Steering Committee that consists of the four (4) ACTC agency staff members. The Steering Committee will provide final approval of the interior layouts. Members of the Oversight Committee will be invited to participate in the Steering Committee.

Development of plans and specifications should conform to the following milestone deliverables (see schedule on page 6 for specific milestone dates):

- Joint kick-off meeting with the Oversight Committee and Steering Committee. The kick-off meeting is to include a detailed workshop facilitated by the consultant that will interact with committee members sufficiently to identify essential and preferred design requirements for the building, and for the security and communications systems.
- Presentation of a recommended site layout and renderings of the proposed building elevations to the Oversight Committee.
- Presentation of a recommended building interior layout to the Steering Committee.
- Progress submittal on building plans – equivalent to 65% plans.
- Draft Final Plans, Specifications, and Estimate submitted to ACTC, Caltrans and City of Sutter Creek for review/comments.

- Comments due from ACTC and the City of Sutter Creek.
- Authorization to Solicit Bids.
- Final Plans, Specifications, and Estimate submitted to ACTC and City of Sutter Creek for approval.

The successful consultant will be required to make submittals to the City of Sutter Creek and obtain all agency plan approvals.

Construction will be funded, in part, with Federal Transit Administration funds administered by Caltrans Division of Mass Transportation. Specifications and Contract Documents must include applicable Federal provisions. The ACTC Project Manager will submit the plans, specifications, and contract documents to Caltrans for approval related to inclusion of applicable Federal clauses.

The project estimate must provide sufficient detail to support contract change orders during construction and to provide the basis for progress payments to the contractor that must be invoiced to Caltrans in accordance with the terms of applicable grants.

4. Prepare plans, specifications, and estimate for shade structures and necessary electrical systems to connect to the site facilities. Structures must be sufficient to support the future addition of solar panels over the northwest parking area. The aesthetics of these structures must be integrated with all site features, including the Transit Center Building and the Sutter Hill Transit Center Administration and Telecommute Facility building.

Although this is shown as a separate task in the Scope of Work, proposals should assume that construction of the shade structures will be part of the contract that constructs the Sutter Hill Transit Center Administration and Telecommute Facility. (Cost will determine whether some or all solar panels will be installed as part of the Phase 3 project).

5. Prepare plans, specifications, and estimate for a security system for the entire site, including the Transit Center Building, Bus Transfer Facility area, and parking areas.

All components of the security system are to be connected to a main security office in the Sutter Hill Transit Center Administration and Telecommute Facility building.

At a minimum, the security system will include a series of surveillance cameras in public areas, and sensors on doors and windows to detect break-ins. The successful proposer will be asked to advise on potential other components to ensure the safety of personnel and patrons, and the protection of facilities, including appropriate detection systems in the public restrooms.

The security system is to be designed to allow images from cameras to be viewed from remote sites via the Internet or similar technology.

Although this is shown as a separate task in the Scope of Work, proposals should assume that installation of this system will be part of the contract that constructs the Sutter Hill Transit Center Administration and Telecommute Facility.

6. Prepare plans, specifications, and estimate for a communications system for the Transit Center building that allows transit drivers and staff to announce arrivals, departures and other information to passengers waiting at the Transit Center Building and portions of the Sutter Hill Transit Center Administration and Telecommute Facility building. The communications system is to be designed to be operated from both the office area within the Transit Center Building and the Sutter Hill Transit Center Administration and Telecommute Facility building. Although this is shown as a separate task in the Scope of Work, proposals should assume that installation of this system will be part of the contract that constructs the Sutter Hill Transit Center Administration and Telecommute Facility.

7. Bidding support, including conducting a pre-bid meeting; reviewing Requests for Information and preparing addenda for issuance by ACTC; attending the bid opening; and, leading analysis of the bids to determine the lowest responsible, responsive bidder.
8. Construction support typically needed for similar projects including providing Architect and Engineer services to respond to contractor Requests for Information; preparing contract change orders; preparing record drawings; and preparing a final set of 'as built' plans.

The above are illustrative tasks that should be considered in preparing proposals. Consultant proposals are expected to include these and other services deemed to be necessary to achieve the objectives of this RFP.

The selected consultant(s) will be expected to perform all services described in the contract Scope of Work. The consultant(s) will receive general direction from the Amador County Transportation Commission Project Manager assigned to this project.

The successful respondent will be responsible for preparation of all work in accordance with all grant, environmental, permit, and other requirements that must be fulfilled by ACTC.

LICENSING

All work is to be prepared by qualified professionals, licensed in the State of California to practice within the disciplines that correspond with their role(s) on this project.

AVAILABLE FUNDING

The budget for the services outlined in this Request for Proposals is \$150,000. If the prospective consultant determines that the work called for in this Request for Proposals cannot be carried out within this budget, the consultant is nonetheless encouraged to submit a proposal specifying clearly the reasons why the budget should be exceeded or which project task(s) should be deleted in order to stay within available funding.

Funding available for construction of the Sutter Hill Transit Center Administration and Telecommute Facility, including the shade structures over parking areas and communications system is \$1.0 million. Funding available for construction of the security systems is \$50,000.

PROPOSED SCHEDULE

Time is of the essence. ACTC must have this project ready to advertise for construction bids no later than May 8, 2009. More-expeditious, but realistic, schedules will be considered during the selection process.

Proposers are strongly encouraged to develop detailed project schedules that incorporate these milestone dates with detailed task descriptions sufficient to demonstrate understanding, and to monitor contract performance. Detailed schedules can be prepared using any standard scheduling software and presented in any standard format.

If the prospective consultant determines that the work called for in this Request for Proposals cannot be carried out according to the schedule that is set forth herein, the consultant is nonetheless encouraged to submit a proposal specifying clearly the reasons why the schedule should be exceeded or which project task(s) should be deleted in order to meet the schedule. However, in evaluating proposals, ability to meet the schedule herein will be considered.

Milestone	Date
RFP Issue Date	November 26, 2008
Proposals Due	December 23, 2008 (2:00 p.m.)
<i>Interviews (if necessary) *</i>	<i>January 7, 2009</i>
Contract Award	January 8, 2009
Notice to Proceed	January 8, 2009
<i>Kick-Off Meeting / Site Visit *</i>	<i>January 9, 2009</i>
Presentation of: 1) recommended location, elevation, and directional orientation of the Administration and Telecommute Facility; 2) renderings of the proposed building elevations; and, 3) renderings of the shade structures with solar panels to the Oversight Committee	January 29, 2009
Presentation of a recommended building interior layout to the Steering Committee	January 29, 2009
Final location, elevation, and directional orientation of the Administration and Telecommute Facility, and final building and solar shade structure renderings approved by Oversight Committee	February 11, 2009
Final building interior layout approved by Steering Committee	February 11, 2009
Progress submittal on building plans – equivalent to 65% plans	March 9, 2009
Draft Final Plans, Specifications, and Estimate submitted to ACTC, Caltrans and City of Sutter Creek for review/comments	March 30, 2009
Comments due from ACTC and the City of Sutter Creek	April 14, 2009
Authorization to Solicit Bids (regular ACTC Board meeting)	April 15, 2009
Final Plans, Specifications, and Estimate submitted to ACTC and City of Sutter Creek for approval	April 28, 2009
Plans Approved / Notice to Bidders Published	May 8, 2009
Bids Due	June 8, 2009
Contract Award (regular ACTC Board meeting)	June 19, 2009
Construction Notice to Proceed	June 20, 2009
<i>* The consultant's Project Manager and all key team members must be able to attend an interview (if needed) and the kick-off meeting on these dates</i>	

ORGANIZATION OF PROPOSALS/EVALUATION CRITERIA

The proposals shall be organized to generally conform to the following sections as these will constitute the basic areas for evaluation:

- a. Transmittal letter signed by an individual authorized to bind the proposing team.
- b. Project Understanding, including understanding of the Transportation Commission's needs.
- c. Previous Experience of the firm in this and/or related work.
- d. Qualifications of the firm and individuals who will be assigned to work on this project. Client references should be included in this section.
- e. Scope of Work detailing consultants' approach to providing required services and products including personnel, tools, and methods.

- f. Schedule including milestones, deliverables, and deadlines. This section should describe the consultants' plan to ensure on-schedule delivery.
- g. Consultant stability and support capability.

Items "b" through "f" directly correspond to the criteria that will be used to evaluate and rank proposals.

COST PROPOSAL

Proposers shall submit one (1) original signed cost proposal in a separate sealed envelope. Consultant's cost to complete the project will be considered only after other components of the proposal are reviewed and ranked using the criteria above. Consultants' cost proposals must include total cost, cost per task, hourly payroll rates for assigned personnel, applied overhead rates, fee, and other anticipated charges. The Commission intends to enter into a time and materials contract with a not-to-exceed cost based upon the consultant's estimate for completion of all tasks.

CONSULTANT SELECTION

The project Oversight Committee will conduct a review of written proposals that are submitted by consultants pursuant to the RFP. The Oversight Committee may authorize the ACTC Executive Director to negotiate a draft contract with the top ranked consultant based on the proposals or the Oversight Committee may require that this be done after interviews are conducted with the top ranked proposers. The ACTC retains the right to reject any and all proposals which do not comply with the provisions of this request or for any other reasons deemed appropriate by the ACTC.

INCURRING COST

Any costs incurred by proposers to this Request for Proposal in anticipation of receiving a contract award, will not be reimbursed by the Commission. Payments will be made pursuant to a negotiated contract between the Commission and the selected consultant for work performed after the official Notice to Proceed.

WORKERS COMPENSATION INSURANCE

In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860) and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the Labor Code of the State of California, the consultant will be required to secure the payment of compensation to his employees and shall for that purpose obtain and keep in effect adequate Workmen's Compensation Insurance. The consultant will be aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen's compensation, or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

INSURANCE

The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the Amador County Local Transportation Commission, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on behalf of, the consultant.

Consultant shall provide the following coverages and where noted meeting or exceeding the minimum amounts:

1. Worker's Compensation and Employers Liability Insurance.
2. General Liability Insurance covering all operations by or on behalf of CONSULTANT, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below. One of the following forms is required:

- (A) Comprehensive General Liability;
- (B) Commercial General Liability (Occurrence); or
- (C) Commercial General Liability (Claims Made).

If CONSULTANT carries a Comprehensive General Liability policy, the limits of liability shall not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:

- ONE MILLION DOLLARS (\$1,000,000) each occurrence
- TWO MILLION DOLLARS (\$2,000,000) aggregate

If CONSULTANT carries a Commercial General Liability (Occurrence) policy:

(A) The limits of liability shall not be less than:

- ONE MILLION DOLLARS (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
- ONE MILLION DOLLARS (\$1,000,000) Personal Injury Liability
- ONE MILLION DOLLARS (\$1,000,000) for Products-Completed Operations
- ONE MILLION DOLLARS (\$1,000,000) General Aggregate

(B) If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits shall be TWO MILLION DOLLARS (\$2,000,000).

CONSULTANT shall not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of ACTC, which consent, if given, shall be subject to the following conditions:

(A) The limits of liability shall not be less than:

- ONE MILLION DOLLARS (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
- TWO MILLION DOLLARS (\$2,000,000) aggregate for Products Completed Operations
- TWO MILLION DOLLARS (\$2,000,000) General Aggregate

(B) The insurance coverage provided by CONSULTANT shall contain language providing coverage up to six (6) months following the completion of the PSA in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims made policy.

3. Automobile Liability Insurance. CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage in an amount no less than ONE MILLION DOLLARS (\$1,000,000) combined single limit for each occurrence.

Covered vehicles should include owned, non-owned, and hired automobiles/trucks.

4. Professional Liability Insurance (Errors & Omissions)

CONSULTANT shall maintain Professional Liability Insurance for Errors and Omissions

coverage in the amount of not less than TWO MILLION DOLLARS (\$2,000,000). If the policy does not have an endorsement providing that defense costs are excluded in the aggregate limits, then the required aggregate limits shall be THREE MILLION DOLLARS (\$3,000,000).

Said policy or policies shall be satisfactory to the counsel of the Amador County Transportation Commission.

ACCEPTANCE OF PROPOSAL CONTENT

At the option of the Amador County Transportation Commission, the proposal of the successful firm may be included as contractual obligations in applicable clauses of the contract to be awarded. Therefore, the proposer must be prepared to be bound by the proposal in the contract.

SUBMITTAL AND CLOSING DATE

Proposals and seven copies must be submitted no later than 2:00 p.m. Tuesday, December 23, 2008, to Amador County Transportation Commission, ATTN: Charles Field, Executive Director, 11400 American Legion Dr., Jackson, CA 95642.