

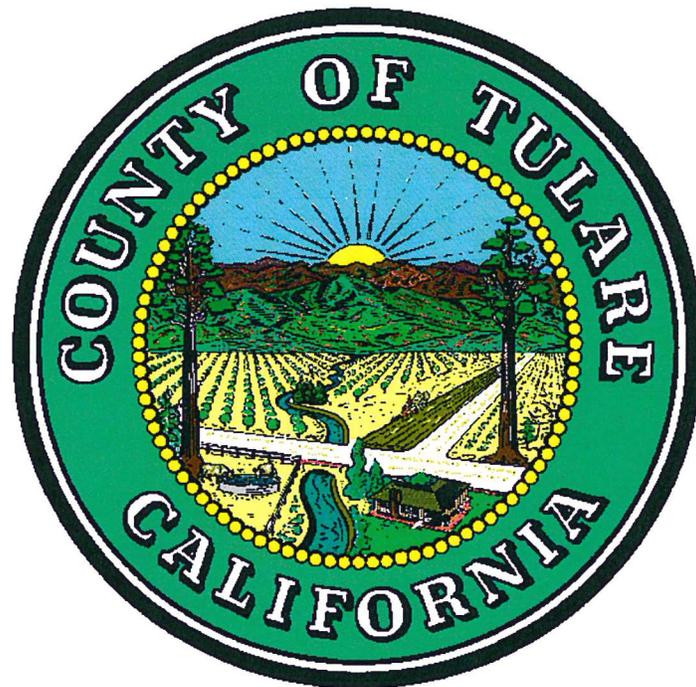
COUNTY OF TULARE

# REQUEST FOR PROPOSALS

PLANNING & TRANSPORTATION  
CONSULTANT SERVICES

COMPLETE STREETS POLICIES  
TRAYER, GOSHEN & PIXLEY  
COMMUNITY PLAN AREAS

March 1, 2014



## **1.0 SUBMISSION INSTRUCTIONS**

Qualified consultants are invited to submit one (1) electronic copy (on CD or DVD) and four (4) bound, hard copies of their proposal to:

Tulare County Resource Management Agency  
Attention: Aaron R. Bock, Acting Chief Planner  
5961 South Mooney Boulevard  
Visalia, CA 93277  
E-mail address: [abock@co.tulare.ca.us](mailto:abock@co.tulare.ca.us)

This Request for Proposal, enclosures and relevant project information are available at the County of Tulare, Economic Development website at:

<http://www.tularecountyeconomicdevelopment.org/economicdevelopment/index.cfm/planning-documents1/>

**All proposals must be received by 10:00 a.m. on Tuesday, April 1, 2014.**

**Late proposals will not be considered and will be returned, unopened.**

Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded.

## **2.0 INTRODUCTION**

The County of Tulare is seeking qualified consulting firms to work in collaboration with the Resource Management Agency to prepare Complete Streets Policies for the communities of Traver, Goshen and Pixley.

The Scope of Work for this matter is provided in Exhibit "1" made a part hereof. Project Area Maps are depicted in Exhibits "2" through "4" made a part hereof.

This Request for Proposals is part of Tulare County's procurement procedures that require solicitation of consultants qualified for the work outlined below.

## **3.0 PROJECT DESCRIPTION**

The project can be described as preparing Complete Streets Policies for the Traver, Goshen and Pixley communities. The Scope of Work provides greater detail in connection with what is required for this matter. See Exhibit "1".

#### **4.0 SCHEDULE**

The window of time for project delivery ends on September 1, 2014. Proposals should include a proposed Project Schedule showing deliverable dates within this deadline.

#### **5.0 SCOPE OF WORK**

The Scope of Work for the three required Complete Streets Policies shall address the following streets:

- **Traver: Merritt Drive, from Burke Drive to Canal Drive  
6<sup>th</sup> Street, from SR99 to Merritt Drive.**
- **Goshen: Betty Drive, from Elder Avenue to Robinson Road  
W. Goshen Avenue, from SR99 to Road 76.**
- **Pixley: Main Street, from Court Street to Terra Bella  
Court Street, from Main Street to School Street.**

The Consultant's work for preparation of these Complete Streets Policies shall not exceed the following amounts:

- **\$30,000 for the Traver Complete Streets Policy,**
- **\$40,000 for the Goshen Complete Streets Policy and**
- **\$30,000 for Pixley Complete Streets Policy.**

The total amount of Consultant work pursuant to the contract shall not exceed \$100,000. A detailed Scope of Work for this matter is set forth in Exhibit "1."

#### **6.0 DESIRED OUTCOMES**

For each community planning area described above, the Complete Streets Implementation Work Plan requires achievement of the following outcomes:

- Address congestion, climate change and oil dependence by shifting to lower-carbon modes;
- Improve safety by addressing shoulders, sidewalks, better bus placement, traffic speed reduction, treatments for travelers with disabilities; and,
- Create "livable communities" by encouraging walking and bicycling for health, and by providing a safe walking and bicycling environment as an essential part of improving transportation movement and safety within the three communities to be studied.

These outcomes are intended to be achieved by addressing the following matters:

- Including all users within the communities that will be affected, namely, pedestrians, bicyclists, transit vehicles and users, and motorists;
- Creating a comprehensive, integrated and connected network;
- Emphasizing a need for flexibility that will be shown by recognizing that all streets with these communities are different, and thus, balancing user needs;
- Considering both new and retrofit projects, including design, planning, maintenance, and operation, for the entire right-of-way within these communities;
- Using the latest and best design standards; and,
- Conducting public outreach to ascertain the solutions that best fit these communities.

## **7.0 RELATED PROJECTS INFORMATION**

At the present time, RMA is in the process of preparing General Plan Amendments to update the Traver, Goshen and Pixley Community Plans. The Complete Streets Policies prepared pursuant to this proposal (including any subsequent contract that may be awarded by the Board of Supervisors) are intended to be used for these three communities.

## **8.0 PROPOSAL FORMAT**

A qualifying proposal must address all of the following points and shall be in the format outlined in this section.

### **8.1 Project Title**

### **8.2 Applicant or Firm Name**

### **8.3 Firm Qualifications**

- Type of organization, size, professional registration and affiliations. Provide a general description of your firm and qualifications in the area of transportation and community planning.

- Names and qualifications of personnel to be assigned to this project. Specifically, identify the individuals who would primarily work on the project. Provide resumes for each participating team member.
- List of recent project completed that are directly related to this project. This listing should include location, date started/completed, client contract and telephone number, and a brief description of the project scope. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Scope of Work.
- Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
- Client references from recent related projects, including name, address and phone number of individual to contact for referral. Please include only references that are directly relevant to this Request for Proposal and are current (last 4 years). Please include at least 3 such references with detailed contact information. At least one reference should be a project that the project manager took the lead on.

#### **8.4 Understanding of and Approach to the Project**

- Summary approach to be taken
- Description of the organization and staffing to be used for the project.
- Indication of information and participation the proposer will require from County staff.
- Indication of time frame necessary to complete the report and recommendations once a Notice to Proceed is issued.

#### **8.5 Fees and Insurance**

- Propose total fees to complete project as described under the Scope of Work, including a project budget that includes the rates and hours for services.
- The consulting firm shall be willing to comply with County insurance requirements as outlined in attachment – Insurance Requirements. Insurance shall be maintained in full force and effect for the duration of the contract and must be in the amount and format satisfactory to the County.

## 9.0 PROPOSAL EVALUATION

Qualifying proposals received prior to 10:00 a.m. on Tuesday, April 1, 2014, will be evaluated and judged by a selection committee based on, but not limited to, the following factors:

- Experience of the consulting firm in similar projects, particularly involving analysis of infrastructure and needs assessments.
- Experience in identifying funding opportunities and constraints.
- Summary approach to developing this study, including any recommendations for potential components of this study not included in the above Scope of Work.
- Client references.
- Proposed project budget.
- Responsiveness to the Request for Proposals.
- Time frame necessary to complete the study.

## 10.0 SELECTION AND SCHEDULE

From the responses to this Request for Proposal, the County of Tulare County will create a short list of two (2) to four (4) consultants. From this short list, the County may request interviews and negotiate costs. The selected consulting firm must be qualified to provide the requested services, able to satisfy the insurance requirements of the County of Tulare, and be available to commence work according to the proposed schedule below.

- Request for Proposals Release Date **March 1, 2014**
- Request for Proposals Responses Due by 10:00 a.m. **April 1, 2014**
- Award of Contract by Bd. of Supervisors (estimated) **May 30, 2014**
- Final Report Due **September 1, 2014**

## 11.0 DISCLAIMERS

- 11.1 Where funds allocated to this project are not made available, withheld, or reduced by any federal, state, regional or local government entity, the County of Tulare is under no obligation to fund this project, including, but not limited to, any agreement that may be negotiated for consulting services which is the subject of this Request for Proposals.
- 11.2 Any consulting firm selected must, as a condition of entering into any agreement with the County, comply with any requirements imposed upon the County by any federal, state, regional or local public agency, which has agreed to provide funding for this study including, but not limited to, any agreement or amendment that may be

negotiated for professional consulting services which is the subject of this Request for Proposal.

- 11.3 All costs incurred in the preparation and submission of proposals and related documentation will be borne by the consulting firm.
- 11.4 Selection of qualified consulting firms will be made on the basis of the proposals as submitted, although the County reserves the right to interview applicants as part of the selection process.
- 11.5 The County reserves the right to award the contract to the proposer who presents the proposal which in the judgment of the County of Tulare, best accomplishes the desired results.
- 11.6 This Request for Proposal does not constitute an offer of employment or to contract for services.
- 11.7 The County reserves the options to accept or reject any or all proposals, wholly or in part, received by reason of this request, and makes more than one award, or no award, as the best interests of the County may appear.
- 11.8 All documents submitted to the County in response to this Request for Proposal will become the exclusive property of the County and may be returned to the proposer or kept by the County, in the County's sole discretion.
- 11.9 All proposals shall remain firm for four (4) months, 120 days following closing date for receipt of proposals.
- 11.10 Any contract awarded pursuant to this Request for Proposal will incorporate the requirements and specifications contained in this Request for Proposal. All information presented in a consulting firm's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the County during subsequent negotiations.
- 11.12 The selected consulting firm must be qualified to provide the requested services, able to satisfy all insurance requirements of the County, and be available to commence work according to the proposed schedule contained in this Request for Proposal.
- 11.13 Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon request of any person.

Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any consulting firm believes that information contained in its response to this Request for Proposal should be protected from disclosure, the consulting firm MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

**NOTICE:** The data on pages [ \_\_\_ ] of this response identified by an asterisk (\*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the consulting firm's competitive position. Proposer requests that such data be used only for evaluation of the response, but understands that the disclosure will be limited to the extent the County considers proper under law. If an agreement is entered into with the consulting firm, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

The County will not honor any attempt by a consulting firm to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, consulting firm shall indemnify, defend, and hold harmless, the County arising out of such dispute, lawsuit, claim or demand.

## **12.0 CONFLICT OF INTEREST**

Consultant warrants that no official or employee of the County nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, not that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

## **13.0 INDEMNIFICATION**

1. Consultant agrees to hold harmless and to indemnify the County from every claim or demand which may be made for any injury or death, or damage to property caused by Proposers in the performance of this contract.

2. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
3. If any judgment is rendered against the County for any injury, death, or damage caused by contractor in the performance of this contract, Consultant shall, at his own expense, satisfy and discharge any judgment.
4. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by County's negligence.
5. Consultant agrees that it shall immediately notify the County and Contract's insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.
6. As used above, the term County means the County of Tulare or its officers, agents, or employees.

#### **14.0 ASSIGNMENT**

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the County and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings. Any assignee would need to have equivalent qualifications as to retain grant award eligibility.

#### **15.0 AWARD OF CONTRACT**

Final selection rests with the County. The selected consulting firm will be required to enter into an agreement with the County for professional services. The Board of Supervisors will make the final decision and award the contract. The County reserves the absolute right to reject any and all proposals submitted, to negotiate appropriate modifications to a proposal, to negotiate a different agreement with any one or more consulting firms to request clarification or additional information from competitors, to negotiate appropriate modifications, and/or to waive any irregularity in the proposal as long as County procedures remain consistent with County of Tulare procurement procedures. Formal interviews may or may not be conducted. The County also reserves the right to award a contract to the consulting firm that presents the proposal, which, in the sole judgment of the Tulare County, best demonstrates the expertise desired by the County. This Request for Proposal does not represent a commitment on the part of the County to award a contract

#### **16.0 EXHIBITS**

Exhibit "1" - Scope of Work

Exhibits "2 through 4" - Project Area Maps

# **Exhibit"1"**

## **SCOPE OF WORK**

**COMPLETE STREETS POLICIES  
TRAVER, GOSHEN AND PIXLEY  
COMMUNITY PLAN AREAS**

# Exhibit “1”

## Complete Streets Policy Scope of Work

Supporting Multimodal Travel by preparing a Complete Streets Plan for the unincorporated communities of Goshen, Pixley and Traver. The streets identified within these unincorporated communities for this program will be:

**Traver:** Merritt Drive, from Burke Drive to Canal Drive.  
6<sup>th</sup> Street, from SR99 to Merritt Drive

**Goshen:** Betty Drive, from Elder Avenue to Robinson Road  
W. Goshen Avenue, from SR99 to Road 76

**Pixley:** Main Street, from Court Street to Terra Bella  
Court Street, from Main Street to School Street

### **Task 1: Project Planning and Coordination**

County staff will coordinate with Tulare County Department of Public Health, local businesses and property owners, community service organizations -- particularly those serving the elderly, youth and people with disabilities, religious institutions, and the respective School Districts and will work to identify issues and stakeholders and to gather physical planning information related to the three study areas.

Task 1.1: County staff will conduct a kickoff meeting with all affected community groups to discuss progress reports, grant procedures and establish overall project expectations. (Month 1)

Task 1.2: County staff will assemble a contact list of public officials and agency staff, service organizations, businesses, neighborhood leaders and residents, property owners and other interest groups that reflect the demographics and perspectives of the community. (Months 2-4)

Task 1.3: The project partners will work with key representatives from the list to determine the work schedule and accessible locations for the events. (Months 2-4)

Task 1.4: County staff will collect and organize available information for the study area, including traffic volumes, crash data, regional transportation plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and other relevant studies. (Months 5-7)

Task 1.5: County staff will conduct site visits to meet with the project partners and selected stakeholders, and tour and photograph the area to assess existing conditions. (Month 5)

Task 1.6: County staff will work with all stakeholders throughout the project to coordinate all aspects of work. (Month 2-22)

### **Deliverables**

Identified community stakeholders

Lists of contacts

Draft schedule

Final agenda

Collected information

List of planning data

Meeting and field visit

Agenda, participant list, digital photos

Produced aerial and plan view base maps

Large (3'x4') base maps

### **Task 2: Outreach and Publicity**

Task 2.1: An advisory group of 6 to 10 representatives from agencies and the community will be convened 2-3 months before the charrette to schedule the charrette, discuss hot button issues, identify additional players and potential resources to pursue for neighborhood improvements, to determine strategies to engage all segments of the community, and to maximize charrette participation.

Task 2.2: County staff will produce flyers publicizing the charrette for community-wide distribution. Flyers will also be produced in Spanish to reach predominantly Spanish-speaking households.

Task 2.3: The County, local businesses, religious and service organizations will be asked to distribute flyers and information about the charrette through their communication networks. Local School Districts will be asked to send flyers home with its students.

County staff will distribute flyers to neighborhood residents through community churches and other identified channels.

Task 2.4: Announcements and press releases will be distributed to local media. The project partners will work on setting up changeable roadside message boards or banners announcing events. Information will be posted on project own webpage with a link from the County web site.

Task 2.5: A second advisory group meeting will be held approximately one month before the charrette to assist with outreach. At that meeting the project partners will identify 5 to 6 stakeholder groups (e.g., government agencies, community service providers, multifamily residents, emergency responders, school students, etc.) along the subject corridors to be invited to participate in focus meetings as part of the charrette.

### **Deliverables**

Documentation

Minimum of two advisory group meetings

Agendas, participant lists and meeting notes

Outreach materials (media announcements, flyers, invitations, posters, etc.) and activities

Copies of materials and modes of outreach and distribution summary

### **Task 3: Charrette Events**

The charrette is the centerpiece of this community-based planning project and will take place over a six-day period. The purpose of the event will be to establish guiding principles and proposed design solutions for the subject street corridors and pedestrian, bicycle and vehicular access and mobility. County staff will coordinate all charrette activities with assistance from facilitator and urban design and planning experts from consultant and a traffic engineer with expertise in designing for all transportation modes. The draft schedule of activities includes:

- DAY 1: Tour the corridors with staff. Hold 2-3 stakeholder group meetings (60-120 minutes each).
- DAY 2: Continue stakeholder group meetings. Opening community workshop with visioning presentation and prioritization activities.
- DAY 3: Conduct design workshop. Conduct walkability audit along both corridors. Follow with technical training presentation, and community design tables (stakeholders

and residents work together to draw their ideas on table maps). Tables will be set up so residents can work on one or both of the corridors.

- DAYS 4-6: Consultant team members will spend three days on site in intense production developing recommendations and illustrative graphics.

- DAY 6: Work progress briefing provided to County staff. Closing presentation of preliminary recommendations to the community for feedback, comments and guidance.

### **Deliverables**

Documentation

Attendance record

List of charrette participants, digital photos

Charrette activity responses

Summary of process and results

PowerPoint™ presentations

Copies of presentations

### **Task 4: Draft and Final Report**

Task 4.1: Two weeks after the charrette, County staff will prepare an outline of the report and a list of any additional questions, concerns or critical or controversial issues that might have emerged during or after the charrette. These documents will be circulated to selected stakeholders and the advisory group for comment.

Task 4.2: Two weeks after circulating the outline and list of pending issues, County staff will meet for 2 to 3 hours with key stakeholders, and the advisory group, to discuss the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the charrette.

Task 4.3: Within two to three months after the charrette, County staff will prepare and circulate an administrative draft report for review by members of the advisory group. The report will include recommendations to make each selected street more complete; that is roadways that better accommodate all users including pedestrians, bicyclists, transit and motor vehicles. The report will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, enhanced streetscapes, and community entry features and focal points. The report will also contain a record of the charrette process, proposed timing and

prioritization for implementation of the recommendations, and potential funding sources. Staff will discuss these findings with community groups for comments and public input.

Task 4.4: County staff will circulate the draft report to the advisory committee for feedback. County staff will collect and review all comments and provide a comprehensive set of consistent comments to the project team.

Task 4.5: County staff will present the report at a Board of Supervisors meeting to consider for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

### **Deliverables**

Documentation

Prepare Report Outline

Copy of outline

Finalize Report Outline

Copy of final outline report

Prepare and Circulate Administrative Draft

Copy of admin. draft report

Circulate Draft Report

Copy of draft report

Revise and Final Draft Report

Copy of final draft report

Present Plan to Board of Supervisors

Copy of presentation to Board of Supervisors

Print and Circulate Final Report

Produce Final Report (4-hardcopies & 4-CDs)

Task 5: Administration

Grant administration will be handled by the County staff, including contracting, submission of progress reports, accounting, invoicing and provision of documentation as required by Tulare County Association of Governments.

Task 5.1: The County will be responsible for keeping all the necessary accounting records for the project and will submit invoices to the Tulare County Association of Governments on a quarterly basis.

**Deliverables**

Documentation

Progress reporting

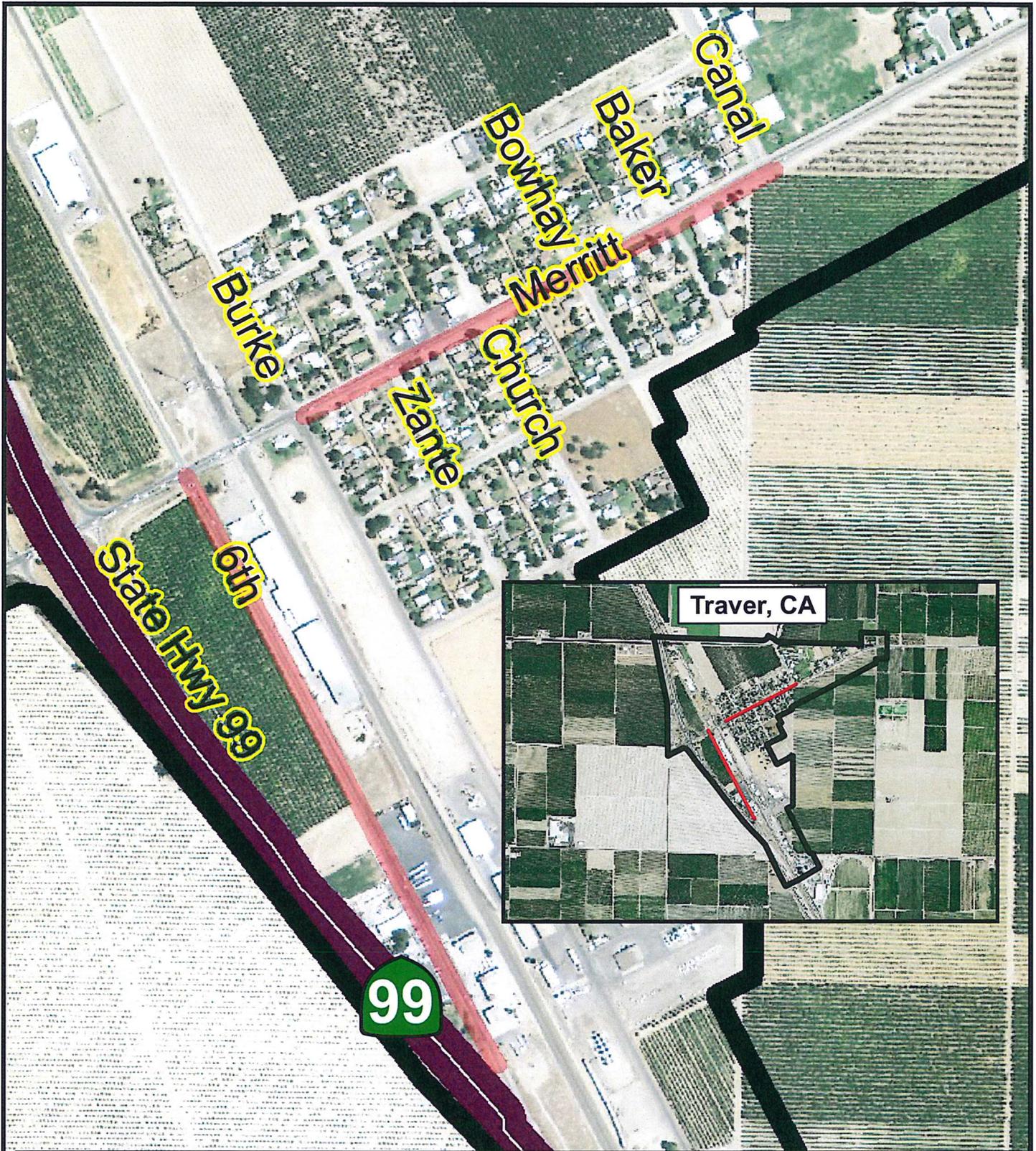
Documentation as required by TCAG

Invoicing and accounting

# **Exhibits "2" through "4"**

## **PROJECT AREA MAPS**

**COMPLETE STREETS POLICIES  
TRAVER, GOSHEN AND PIXLEY  
COMMUNITY PLAN AREAS**



## Exhibit "2"

### Traver - Complete Streets Policy Aerial Photo



Traver Urban Development Boundary

Merritt Drive (From Burke Dr. to Canal Dr.)

6th Street (From SR 99 to Merritt Dr.)

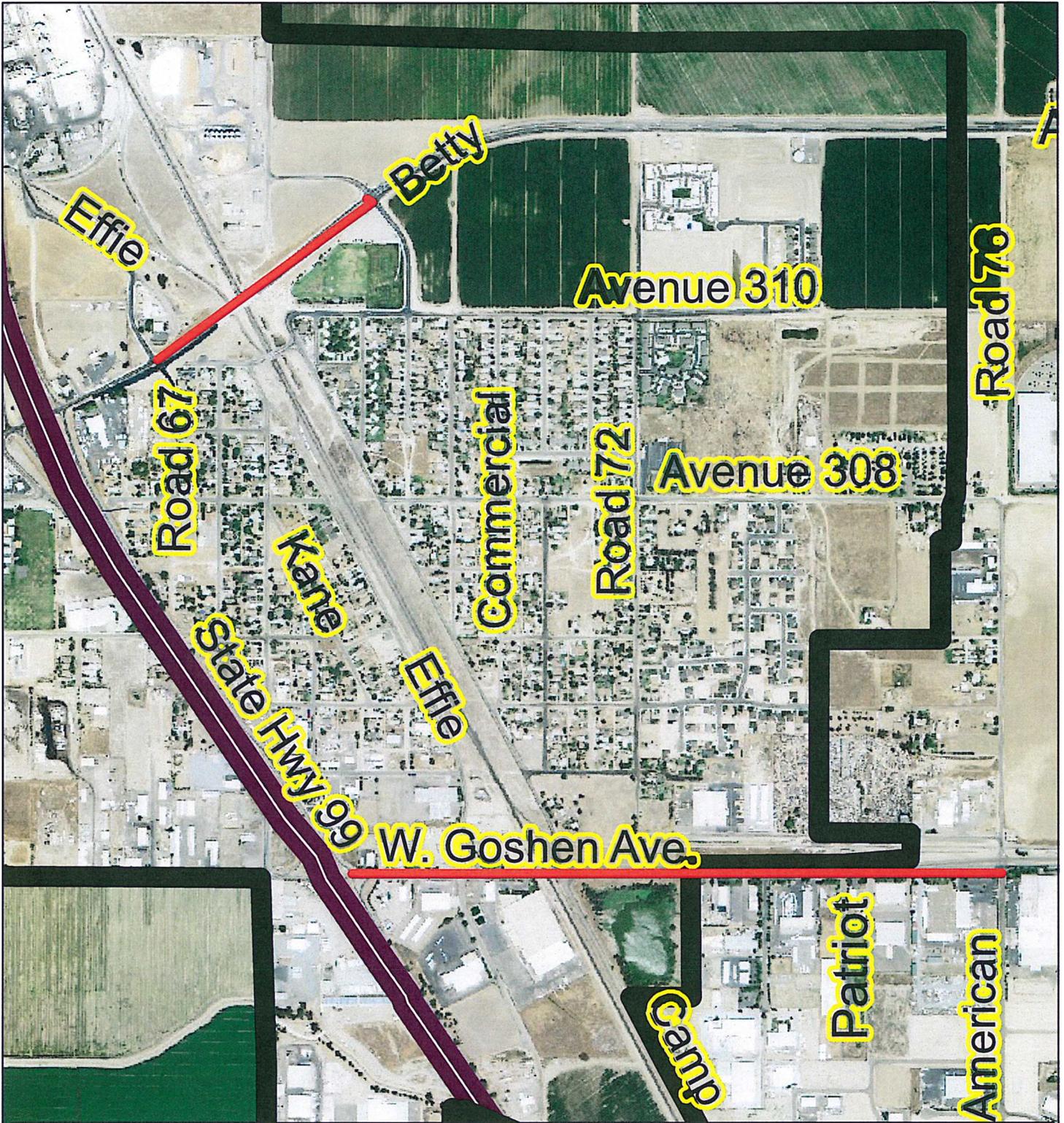


Exhibit "3"

Goshen - Complete Streets Policy Aerial Photo

- Goshen Urban Development Boundary
- Betty Drive (From Elder Ave. to Robinson Rd.)
- W. Goshen Ave. (From SR 99 to Rd. 76)





## Exhibit "4"

### Pixley - Complete Streets Policy Aerial Photo

Pixley Urban Development Boundary 

Main Street (From Court St. to Terra Bella Ave.) 

Court Street (From Main St. to School St.) 

