

City of Mountain View
Public Works Department

Request For Proposals

For

Stevens Creek Trail from El Camino Real to Sleeper
Avenue and over to Dale/Heatherstone: Design

Project 07-35

March 30, 2007

**Stevens Creek Trail – El Camino Real to Dale/Heatherstone, Design
Project 07-35**

The City of Mountain View is seeking a highly experienced civil engineering design firm and talented project manager who is exceptionally familiar with Caltrans design and administrative approval process and can cooperatively assist the City with the multi-phase planning, design coordination and the preparation of engineering plans for the Stevens Creek Trail extension in two phases from El Camino Real to the Sleeper Avenue neighborhood access and over Highway 85 to Dale/Heatherstone Avenue.

The existing Stevens Creek Trail covers approximately four miles from the Bay to Yuba Drive. The section of the trail currently under construction between Yuba Drive and the southside of El Camino Real includes the staged construction of a box culvert tunnel under El Camino Real that is anticipated to be completed in March 2008. This particular trail section took an enormous amount of City staff and consultant time and effort to obtain Caltrans' final approval to construct a tunnel under El Camino Real. In this next design phase, The City expects the Consultant to closely coordinate with Caltrans to streamline and expedite the administrative reviews and final approvals.

Project 07-35 extension consists of the design and construction of the trail in two phases, from the south side of El Camino Real to Sleeper and from Sleeper Avenue to Dale/Heatherstone Avenue. The environmental impact report was certified in 2004. In 2006, the City established a budget for the design and construction of the trail extension from El Camino Real to Sleeper Avenue and over Highway 85 to Dale/Heatherstone Avenue. A refinement of the budget is underway. The Design Consultant's contract will encompass all the necessary scope of work to closely coordinate with outside agencies and plan, design and assist with the construction of the trail improvements to Sleeper Avenue and over Highway 85 to Dale/Heatherstone Avenue.

As noted above, the trail extension from El Camino Real to Dale/Heatherstone will be divided into two design and construction packages. Phase One construction shall consist of designing and constructing the trail from the south end of El Camino Real to the Sleeper Avenue Neighborhood access point on the west side of Stevens Creek and include design-build provisions for a prefabricated bridge over Stevens Creek. Concurrently with work on Phase I, consultant shall begin designing and processing the project through Caltrans, Phase Two for extending the trail from Sleeper Avenue, across Highway 85 and terminating at Dale/Heatherstone Avenue on the east side of the Highway 85 sound wall. Prior to determining phasing limits appropriate station location to split the two phases and developing the two construction plan sets and bid documents, the Consultant shall re-evaluate the preliminary alignment chosen during the 2001 feasibility study and refine the horizontal and vertical alignment. The analysis shall evaluate all physical constraints (PG&E transmission wire clearance requirements, tower location, sound wall, berm, and existing right of way) and develop several alternatives, which will lead to the most feasible alignment that ensures the best possible placement of

the pedestrian overcrossing structure in compliance with all State design and regulatory agency guidelines.

The Design Consultant shall as a minimum execute to completion the following basic scope of work:

- Review Environmental documentation and incorporate mitigation requirements
- Review the preliminary alignment chosen in an earlier feasibility study and EIR
- Prepare a technical analysis and in-depth alignment refinement study of extending the trail beyond the Sleeper Avenue neighborhood access point and aerially crossing Highway 85 with a reinforced concrete structure and adequately clearing the overhead high tension wires and descending down onto Dale/Heatherstone Avenue with a ADA compliant ramping system.
- Coordinate the conceptual layout of trail extension with outside agencies and utility companies including the Santa Clara Valley Water District, Caltrans, and PG&E.
- Attend periodic design coordination meeting with city staff and outside agencies. Prepare and circulate meeting minutes immediately afterwards for approval.
- Assist city staff in securing an encroachment permit from the Santa Clara Valley Water District.
- Design Stevens Creek Trail Phase One and prepare the construction plans, specifications, and cost estimate for the Stevens Creek Trail extension from the south side of El Camino Real to the Sleeper Avenue neighborhood access point and assist City staff in gaining final approval to advertise the Phase One construction.
- Arrange a coordination and early consultation meeting with Caltrans to attain a clear understanding of Caltrans' preferred process to successfully achieve overall project approval of an overcrossing structure and other related trail amenities that are within Caltrans jurisdiction. This effort shall be done in a timely manner.
- Prepare all necessary documentation for the project and Caltrans including the Geotechnical Report, Type Selection Report, Fact Sheet, Design Exception, Stormwater Data Report (SWDR), Longitudinal Encroachment Exception, PSR/PR and any other critical Caltrans documentation that requires Caltrans approval of a pedestrian overcrossing of Highway 85.
- Design Stevens Creek Trail Phase Two and prepare construction plans, specifications, and cost estimate for the Stevens Creek Trail extension from the Sleeper Avenue neighborhood access point to Dale/Heatherstone Avenue and assist City staff in gaining final approval to advertise the Phase Two construction.
- The Project is in receipt of or is competing for Federal, State, and regional grant funding. The Consultant shall assist the City in meeting all Grant funding

requirements that may need to be included in the bid documents and/or project specifications.

- The Consultant shall maintain project schedule and monitor all outstanding issues to ensure timely completion of all administrative tasks and documentation required by the various Caltrans divisions in Oakland and Sacramento. The Consultant will be required to regularly update and submit the project schedule to the City.

The Consultant's scope of work will generally consist of five major tasks.

Task (1): Planning and Alignment Refinement Study

The first order of work consists reviewing all Council approved documents relating to the planning and environmental clearance of the trail extension, securing as-built or construction drawing and project specification files of earlier stages for design consistency, field visit the site with City staff and to begin refinement of the alignment selected in an earlier feasibility study and in the certified EIR.

The Consultant shall verify that the conceptual alignment and vertical layout of the proposed pedestrian and bicycle overcrossing of Highway 85 complies with Caltrans design standards and with PG&E's vertical and horizontal offset requirements for high voltage transmission wires. During the Consultant's preparation of an in-depth analysis of the final location for the overcrossing to the Dale/Heatherstone Avenue landing area, the Consultant shall flush out and anticipate all right-of-way requirements, determine all Caltrans design requirements and exceptions, evaluate the Caltrans access control, determine Caltrans longitudinal encroachment requirements, evaluate Stormwater Data Report requirements (SWDR) and closely examine other major constraints or obstacles that must be addressed before authorization is given to proceed further into the design phase. Consultant shall make arrangements for an Early Consultation Meeting with Caltrans Design Branch at the appropriate date and time.

At the conclusion of the Planning and In-depth Refinement Study, the Consultant shall submit:

- 8 hardbound sets of the final in-depth Alignment Refinement Study
- A minimum of two D-size color renderings on poster board of the proposed pedestrian overcrossing of Highway 85 and neighborhood access crossing of Stevens Creek to/from Sleeper Avenue.
- PDF file of the final alignment refinement study, geotechnical investigation report, and color rendering.
- Preliminary Construction Cost Estimate that can be used by the City to gage the financial impact to the existing project budget and expenses.

- Recommendation of where to end Phase I and begin Phase II construction.

Task (2): Phase One Design of Stevens Creek Trail from El Camino Real to Sleeper Avenue Neighborhood Access Point:

The Phase One design of Stevens Creek Trail from the south side of El Camino Real to a neighborhood access point at Sleeper Avenue will be an extension of Stevens Creek Trail currently in construction between Yuba Drive and El Camino Real and will contain similar characteristics from earlier reaches of the trail. The design effort generally consists of an alignment for a nominal 10-foot wide asphalt concrete pathway with 1-foot wide shoulders on each side, landscaping and irrigation system, trail signage, benches, environmental mitigations and enhancements and a prefabricated pedestrian overcrossing bridge of Stevens Creek. The design elements shall be consistent with the existing trail system, the environmental impact report, and the Stevens Creek Trail design guidelines. The level of landscaping and irrigation will be consistent with previous trail segments and decided during the Phase One planning stage. Once the preferred alignment has been established, the **Consultant shall advance Task 1, 2 and 4 concurrently to their completion.** The logical location to split Phase One and Two will be mutually determined by the Consultant and City. The Consultant shall adequately staff the project to accommodate the dual assignments.

The preparation of the plans and specifications for the trail extension to the Sleeper Avenue Neighborhood access point will include provisions for a prefabricated self weathering steel bridge to connect between the main pedestrian/bicycle trail on the easterly side of Stevens Creek and the City's open space park on the west side of Stevens Creek and at the end of Sleeper Avenue. The design of the prefabricated bridge will include: clear spanning across Stevens Creek beyond the top of bank, allow for a vehicle to drive across the bridge for emergency purposes, and possibly accommodate a 12" diameter water main that might be installed as part of the Phase One construction project.

During the design of Phase One, the Design Consultant and city staff shall conduct a field reconnaissance to ascertain the most suitable location to construct the abutments. Thereafter, the Consultant shall conduct a detail engineering survey and acquire the appropriate number of cross sections of Stevens Creek in the vicinity of the proposed abutment.

The proposed water main will connect at an existing water main in Sleeper Avenue, extend across Stevens Creek and will be capped near the Phase One temporary trail terminus. The future pipeline will further extend across Highway 85 in a casing to be provided in the reinforced concrete bridge and connect to an existing water main on Dale/Heatherstone. This work will be incorporated with the design and construction of Phase Two. City Utility staff is working on a Water System Master Plan and will confirm the need for the waterline extension by summer 2007.

During the preparation and submittal of the 65% and 95% PS&E, the Consultant shall assist the City with the process of obtaining an encroachment permit from the Santa Clara

Valley Water District. This permitting process will require the Consultant to plan on attending a minimum of five (5)-one hour meetings at the Santa Clara Water District headquarter building or at the Mountain View City Hall, and additionally submit progress drawings, prepare presentation materials, respond to all city and Water District comments, and submit a preliminary construction cost estimate for assessment with the project budget. The design of the trail extension shall comply with applicable requirements of the Americans with Disabilities Act (ADA) and incorporate the requirement established by the Santa Clara Valley Water District in their “*Guidelines and Standards for Land Use near Streams*” and ordinance 06-1, which are available online at

[http://www.valleywater.org/Water/Watersheds_-_streams_and_floods/Taking_care_of_streams/ Guidelines_ & standards/Guidelines_ & Standards.shtm](http://www.valleywater.org/Water/Watersheds_-_streams_and_floods/Taking_care_of_streams/Guidelines_&_standards/Guidelines_&_Standards.shtm)

[http://www.valleywater.org/Business Info and Permits/Permits/index.shtm](http://www.valleywater.org/Business_Info_and_Permits/Permits/index.shtm)

Prior to finalizing the Plans and Specifications, the City will decide whether to utilize Add Alternative bid items as a means to maintaining the construction budget. The decision will be based on the latest engineer’s estimate and approved budget.

The Consultant’s final submission of the Phase One Plans and Specification shall include as a minimum:

- Six (6) D-size sets of the 35%, 65%, and 95% plans and six (6) hardbound set specifications for in-house and comments. Before the submission of the next submittal/progress set of Plans and Specifications, the Consultant shall adequately address all comments from the previous comment set.
- Tracking log that maintains the formal responses of all City and Water District staff comments and concerns.
- One master set of Mylar Plans signed and stamped by the appropriate Civil, Structural, Geotechnical and Electrical Engineers and Landscape Architect.
- Hardbound master set of Specification for reproduction, electronic version of the Consultant’s technical specifications in the latest version of Microsoft Word, and PDF version of the technical specifications.
- One master drawing in PDF format displaying the cross sections of the trail construction at critical locations and acceptable station intervals (say 100 ft). The information will be made available to plan holders during the bid advertisement period as background reference.
- PDF files of the PSR/PR, Plans and Specifications, Cross Sections, Survey Data and all reports including the geotechnical report and the refinement analysis.

Task (3): Provide Technical Support During the Phase One Bid and Construction Period

During Task Three, the consultant shall, as a minimum, complete the following:

- Review and provide responses to RFI's.
- Provide assistance to the City in preparation of addendums.
- Make the necessary revisions to the plans and construction documents due to changes made by addenda during the bidding phase.
- Attend a pre-bid meeting.
- Attend the preconstruction meeting.
- Review and approve or reject submittals, change orders, and requests for information.
- Review mark-up drawings from the contractor and incorporate the as-built conditions into final record drawings on 4-mil polyester film.
- Certify the record drawings and submit to the City with a PDF file of the drawing set. The City will forward a certified as-built set to the Santa Clara Valley water District.

Task (4): Phase Two Design of Stevens Creek Trail from Sleeper Avenue Neighborhood Access Point to Across Highway 85 to Dale/Heatherstone:

The design and construction of the trail extension from the Sleeper Avenue neighborhood access point to Dale/Heatherstone and the overcrossing structure of Highway 85 shall comply with California Department of Transportation guideline for a Class I bike pathway and their structural and geometric criteria for a pedestrian overcrossing structure. The Consultant is expected to closely coordinate the geometric design approval with the Caltrans' Geometrician to ensure that there are no or minimal number of acceptable design exceptions. Consultant shall frequently communicate and coordinate with Caltrans to continually advance the project goals and minimize unnecessary administrative delays. The Consultant shall be expected to routinely coordinate with the Caltrans representative in the development, preparation and final approval of a Project Study Report (PSR/PR), all in compliance with Caltrans format and guidelines. The Consultant shall anticipate multiple iterations of the draft PSR/PR and shall address all city and formal Caltrans comments throughout the PSR/PR process. The Consultant shall monitor all comments and concerns on a standardized tracking form to be developed by

the Consultant and approved by the City project manager. The Consultant shall not seek additional compensation for the length of time to complete standard Caltrans documents.

The Consultant shall be technically thorough with the preparation and approval of the type selection report, project fact sheet, design exception (if any), PRS/PR and anticipate any Caltrans requested design changes. The City will directly coordinate with Caltrans the review and approval of the right-of-way certification and cooperative agreement. The Consultant will be expected to constantly strive toward the final design approval and make every reasonable effort to meet the City's desire for an early or timely issuance of a Caltrans encroachment permit.

The proposed alignment of the pedestrian overcrossing structure will pose a challenge as it is in the same vicinity of PG&E's overhead high-voltage transmission system. Consultant shall be expected to closely coordinate these physical constraints with PG&E engineering and right-of-way staff to gain early approval from PG&E. The location of the proposed overcrossing is within the limits of the VTA's Valley Transportation Plan 2030 (long term plan) of adding auxiliary lanes on Highway 85 between El Camino Real and Winchester Boulevard in San Jose. The VTP 2030 Master Plan is available online at the VTA web site.

The Consultant's preparation of the second Phase Plans and Specification shall include as a minimum: Typical Cross sections; Survey Control; Layout sheets, Profile sheets; Construction Details; Drainage, Utility and Erosion Control Plans, Profiles and Details; Traffic Handling Plans, Construction Area Signs Plan, Pavement Delineation and Signing Plan, Log of Test Borings sheets, Electrical sheets, Planting and Irrigation sheets, Structural Detail sheets all in conformance with Caltrans standards and requirements.

As a minimum, the Consultant shall complete and submit in Phase Two Design:

- Caltrans Design Type Selection report and approval of the reinforced concrete pedestrian overcrossing structure of Highway 85, Caltrans fact Sheet, design exception, Longitudinal Exception or Variance, and PSR/PR.
- 5 hardbound copies and PDF version of the final PSR/PR
- Six (6) D-size sets of the 35%, 65%, and 95% plans and six (6) hardbound sets of specification for in-house review and comments. Before the submission of each submittal/progress set of Plans and Specifications, the Consultant shall adequately address all comments from the previous comment set. After receipt of a progress set of plans and specifications, the City shall return comments to the Consultant within 15 working days.
- After the City and Caltrans executes the Cooperative Agreement, the Consultant shall assist the City in acquiring a Caltrans encroachment permit and shall address all Caltrans conditions in applicable sections of the Plans and Specifications.

- Develop and maintain a form to formally track responses to all Caltrans and city staff comments and concerns.
- One master set of Mylar Plans signed and stamped by the appropriate Civil, Structural, Geotechnical and Electrical Engineers and Landscape Architect.
- One master paper set of Specification for reproduction, electronic version of the Consultant's technical specifications in the latest version of Microsoft Word, and PDF version of the technical specifications.
- PDF files of the PSR/PR, Plans and Specifications, Cross Sections, and Survey Data.

Task (5): Provide Technical Support During the Second Phase Bid and Construction Period

During Task Five, the consultant shall, at a minimum, complete the following:

- Review and provide responses to RFI's.
- Provide assistance to the City in preparation of addendums.
- Make the necessary revisions to the plans and construction documents due to changes made by addenda during the bidding phase.
- Attend a pre-bid meeting.
- Attend the City conducted preconstruction meeting.
- Review and approve or reject submittals, change orders, and requests for information.
- Review the red-line drawings provided by the contractor and incorporate the as-built conditions into final record drawings on 4-mil polyester film and in accordance with the Caltrans Plan Preparation Manual.
- Certify the record drawings and submit to the City with a PDF file of the drawing set. The City will forward to Caltrans the corrected full-size hard copy of the project plans.

Although, it is likely that the 5th task will **NOT** be included in the Consultant's design contract, the Consultant shall include this task in the fee proposal. Because of the timeline of completing the Phase II construction and the release of the design retention, this last task will be contracted out separately at the same time that the City awards the Phase II construction contract.

Reference background material available to the Consultant:

- Citywide and Project Specific Aerial Photographs
- Construction Plans and Specifications for Stevens Creek Trail from Yuba Drive to El Camino Real.
- Council Report: Stevens Creek Trail, Yuba Drive through El Camino Real, Project 04-40 – Award Construction Contract, November 28, 2006
- California River Parkway Grant Program Application, October 2005
- Final Environmental Impact Report, Stevens Creek Trail, Reach 4, Segment 2, June 2004
- Council Report: Stevens Creek Trail Reach 4 Segment 2, Project 99-58, Certify Environmental Impact Report and Approve Project, June 22, 2004.
- Stevens Creek Trail Reach 4 Segment 2 EA/EIR Transportation Report, Meyers, Mohaddes Associates, March 8, 2002
- Stevens Creek Trail Feasibility Study, Reach 4, Segment 2 Final Report, Nolte, July 2001.
- Council Report: Stevens Creek Trail Reach 4 Segment 2, Draft Feasibility Report, June 27, 2001
- Council Report: Stevens Creek Trail, Reach 4 Alignment Study, Project 96-26, February 24, 1998
- Initial Study/Environmental Assessment for the Stevens Creek Trail and Wildlife Corridor Project, Jones and Stokes Associates, November 24, 1992
- Stevens Creek Trail and Wildlife Corridor Feasibility Report, Jana Sokale, 1991
- Bid Summary of previous segments of Stevens Creek Trail
- Highway 85 construction plans
- As-built drawings of city facilities
- Standard Provisions
- Citywide Benchmark
- GIS utility drawings
- City of Mountain View General Plan

Additional requirements and work scope expected of the Consultant:

- Assist the City with the coordination and scheduling of the early consultation meeting with the appropriate Caltrans officials.
- Submit a preliminary project schedule at the kick-off meeting with city staff and regularly update the project schedule and submit it to the City's Project Manager in electronic format (PDF or Microsoft Project).
- The Consultant's fee proposal shall include provisions to attend a minimum of twenty (20) one hour meeting and ten (10) two-hour design coordination meetings with city staff, Caltrans, Santa Clara Valley Water District, and City Council. The meetings with City Council shall primarily consist of having the Consultant support city staff during the presentation of the project during a Council Study Session and Council Meeting. The Consultant will be expected to attend a minimum of six (6) design coordination meetings with Caltrans staff at Caltrans Oakland Building and five (5) meetings with Water District staff at the Santa Clara Valley Water District headquarter building at 5750 Almaden Expressway.

The Consultant is expected to have the expertise and knowledge to quickly move the project forward without any unnecessary administrative and time delays that could potentially lead to cost overruns and the forfeiting of State and Federal funds. The Consultant shall factor in all Caltrans requirements and will not be eligible to seek extra services for the effort necessary to secure Caltrans approval of the overcrossing, completing the PSR/PR, type selection, longitudinal encroachment, design exceptions, geotechnical criteria, cooperative agreement, maintenance agreement, PS&E, and the encroachment permits, unless there is mutual agreement that the work is considered to be out of the basic scope of work and the Consultant receives advance approval.

After all meetings and communications with Caltrans, the Consultant shall be expected to prepare meeting or communication minutes for circulation and approval. The Consultant shall be expected to maintain a project chronology of all major events and meetings with the Water District and Caltrans as a means of tracking the timeline of critical deliverables. To ensure timely completion and acceptance of all major Caltrans tasks, design issues and documents, the Consultant shall obtain written acknowledgement from appropriate Caltrans officials who have the authority to sign-off on an agreement and bring closure to a Caltrans document or issue. The Consultant may pursue other means to avoid the potential of having Caltrans back pedal or reopen an old or closed issue.

Prior to the start of the Caltrans administrative and engineering process, the Consultant shall arrange an early consultation meeting with Caltrans to present an overview of the project needs and to seek Caltrans advice on how best to achieve Caltrans approval in the most expedient and cost-effective manner. Prior to submitting a proposal, Consultant may schedule with the City a pre-proposal meeting to review project related documents that are available in the Public Works Department.

Optional or Extra Services:

The City will review additional services on a case-by-case basis. Additional services requested by the City in advance of the work will be in writing to consultant and the extra work shall be compensated for on an hourly basis in accordance with the rates set forth in the fee schedule submitted.

Additional services may consist of, in general, but not limited to additional renderings, additional copies, legal services, or the contracting of other professional consultants. Other extra service may include the development of additional alignments outside the basic scope, and assisting the City with technical information and data beyond the basic scope.

At the conclusion of the contract negotiations, the Consultant will provide a detail description items to be considered outside the basic scope of work, which will be incorporated into the contract as an appendix.

TENTATIVE SCHEDULE

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|---|-------------------|
| Deadline to Submit a Proposal | April 20, 2007 |
| Negotiation with Consultant | April 26-27, 2007 |
| Council Award of Design Services Contract | May 2007 |
| Pre-Job Design Conference | June 2007 |

Planning and Alignment Refinement Analysis:

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|---|-------------|
| Retrieve and review Project Documentation | June 2007 |
| Coordination with PG&E Engineering | June 2007 |
| Engineering Survey | June 2007 |
| Early Consultation Meeting with Santa Clara Valley Water District | June 2007 |
| Early Consultation Meeting with Caltrans | July 2007 |
| Complete Planning Stage and Alignment Refinement Study | August 2007 |

Phase One Design and Construction to Sleeper:

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|---|----------------|
| Submit 35% Plans | September 2007 |
| Submit 65% Plans | November 2007 |
| Complete 95% PS&E | January 2008 |
| Complete 100% PS&E | February 2008 |
| Secure SCVWD Encroachment Permit | March 2008 |
| Advertise Phase One Construction | April 2008 |
| Open Bids for Phase One Construction | May 2008 |
| Award Construction Contract for Phase One | June 2008 |
| Contractor Begins Phase One Construction | July 2008 |
| Contractor completes Phase One Construction | July 2009 |
| Prepare and Submit Phase One As-Built Set | September 2009 |

Phase Two Design and Construction from Sleeper Neighborhood Access Point to

Dale/Heatherstone Landing Area:

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|---|----------------|
| Schedule Early Consultation Meeting with Caltrans | July 2007 |
| Coordinate Completion of Alignment Refinement Study | August 2007 |
| Submit 35% Plans | December 2007 |
| Caltrans Approval of Type Selection Report | February 2008 |
| Submit 65% Plans | June 2008 |
| Caltrans Approval of Fact Sheet and Design Exception | September 2008 |
| Secure Right-of-way | October 2008 |
| Caltrans sign-off of Longitudinal Exception or Variance | Nov/Dec 2008 |
| Caltrans Approval of PSR/PR | Nov/Dec 2008 |
| City executes Cooperative Agreement | Nov/Dec 2008 |
| Complete 100% PS&E for Phase Two Construction | February 2009 |
| City obtains Caltrans Encroachment Permit | March 2009 |
| Advertise Phase Two Construction to Dale/Heatherstone | April 2009 |
| Open Bids for Phase Two | May 2009 |
| Award Construction Contract for Phase Two | June 2009 |
| Begin Phase Two Construction | August 2009 |
| Contractor to complete Phase Two Construction | August 2010 |
| Prepare and Submit Phase Two As-Built Drawing Set | September 2010 |

Consultant shall be expected to provide input and revise the project schedule accordingly to capture all critical milestones and to propose solutions that will lead to the expeditious and seamless completion of all phases. The City is seeking to retain an engineering consulting team and project manager who will be able to deliver all contractual phases well before the tentative schedule deadlines presented above. With the continual and unpredictable cost rise of construction, it would be to the City's financial advantage to advance Phase I and II into construction without any unnecessary delays.

IV. SUBMISSION OF PROPOSALS

Proposals shall be submitted in sealed envelopes, which shall be plainly marked: "STEVENS CREEK TRAIL TO SLEEPER AND DALE/HEATHERSTONE - DESIGN, PROJECT 07-35." The envelopes shall also bear the names and business addresses of the person or firm proposing on the project.

Proposals will be accepted at the Public Works Department counter, City Hall, 500 Castro Street, First Floor, Mountain View, California; or if mailed, the proposal packages shall be addressed to:

City of Mountain View
Public Works Department
P. O. Box 7540
Mountain View, California, CA 94039-7540

Attention: Anne Marie Callan, Senior Civil Engineer.

Deadline for submitting the proposals is **5:00 p.m., Friday, April 20, 2007**. Any proposals received after this time will be returned unopened.

The City of Mountain View reserves the right to reject any or all proposals and to wave any and all irregularities to choose the firm, which, in its opinion, best serves its interests. The City will not be liable for any costs incurred by the proposers incidental to the preparation and presentation of qualifications either orally or in the proposal.

Prior to the submittal of the proposal, the consultant shall review the sample consultant contract and forward it their appropriate section (Risk Manager, headquarters, legal counsel, etc.) for examination. The City's contract is a standard contract issued to all consultants under contract to the City of Mountain View. The submission of a proposal is an indication that the consultant is satisfied with the contents of the contract.

III PROPOSAL FORMAT

The proposal is to consist of two parts submitted as a package.

Part One shall describe the consultant's proposed project team; its understanding of the project, approach to accomplishing the project goal, past experience, and

any past litigations brought against the firm. This part of the proposal shall be limited to twenty (20) pages, single sided, excluding table of contents, cover letter, biographies of the project team, and any promotional brochures. **three copies** of Part One shall be submitted.

Part Two shall be a fee schedule which will not be part of the selection criteria. **Two copies** of Part Two shall be submitted.

A. Part One

In Part One, the consultant shall, as a minimum:

- a. Outline the proposed approach to the scope of services, including organization and scheduling of tasks to be performed by firm principal and other staff members as well as any relevant factors pertaining to formulation and execution of a successful project.
- b. Explain organizational structure, general background, qualifications, and individual responsibilities of the proposed staff. Identify any of their special knowledge or capabilities material to the project. Describe the proposed staff's experience, including descriptions, dates, and costs of past projects.
- c. Discuss specific recent experience of the consultant in providing engineering services for similar projects. List projects' locations and descriptions; owners' names, addresses, and telephone numbers.
- d. Provide a list of any subconsultants and describe how each subconsultant will be utilized.
- e. Describe the firm's capabilities to perform the tasks and services necessary within the proposed time frame, inclusive of responsiveness to the City's requests and scheduling needs of the contractor selected to construct the project.
- f. Submit evidence of current insurance coverage according to the requirements of Section VII of this Request for Proposal.
- g. If applicable, submit a list of lawsuits filed within the past five (5) years against the firm or its principals alleging misconduct and/or

negligence. Also, if applicable, submit a list of claims within the past five (5) years against the firm's professional liability insurance policy (errors and omissions). A declaration indicating careful review of each list by a firm's principal and other appropriate information concerning the current status or other disposition of the lawsuits or claims shall accompany each list.

- h. Provide the name and credit rating of the company that will provide professional liability insurance for this project.

B. Part Two

The fee proposal must be contained in a separate envelope, marked " STEVENS CREEK TRAIL TO SLEEPER AND DALE/HEATHERSTONE-DESIGN, PROJECT 07-35: Fee Proposal", within the proposal package.

The elements of the fee proposal shall include the following:

- a. An hourly rate schedule, valid for twelve months following the contract execution date, for each firm personnel who will be working on the project.
- b. A time and material not-to-exceed fee for each of the phases of the project. Each such fee shall be composed of three components: basic engineering inspection services, preparation and submittal of engineering report and client meeting services.

The basic planning and engineering services shall consist of customary planning, design and documentation services appropriate to a project of this nature.

- c. An estimated fee for reimbursables by each phase, including reproduction of report and mileage, which would not be considered as engineering services.
- d. A list of additional services other than the basic services. The City will review these additional services on a case-by-case basis. If accepted, written authorization will be issued and the additional services will be compensated for on an hourly basis.

- e. Fee proposal for construction administration and structural engineering inspection services shall be prepared and submitted on separate sheets of company letterhead paper.
- f. The fee proposal shall be broken down into logical tasks or phases described in this Request for Proposal.

The City will authorize one phase of the work at a time and may terminate the contract at the conclusion of a phase at any time as referenced in other part of the RFP.

VI WARRANTY

The consultant shall warranty the adequacy, fitness, completeness, suitability, and correctness of its work. The approval of the work by the City shall in no manner whatsoever relieve the consultant of the adequacy, fitness, completeness, suitability, and correctness of its work.

VII INSURANCE REQUIREMENTS

A. Definition

City of Mountain View: City of Mountain View includes the duly elected or appointed officers, agents, employees and volunteers of the City of Mountain View, individually or collectively.

B. Comprehensive General and Automobile Liability

The Consultant shall obtain and maintain at all times, during the term of this contract, comprehensive general and automotive liability insurance protecting the consultant in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and in the aggregate as designated by City. Such insurance shall name the City of Mountain View, as defined above, as an additional insured. Coverage shall be in accordance with the limits specified and provisions indicated herein. Claims-made policies are not acceptable.

C. Workers Compensation Insurance

The consultant shall obtain and maintain at all times during the contract statutory Workers Compensation and employer's liability insurance in an amount not less than one hundred thousand dollars (\$100,000) and furnish the City with a certificate showing proof of such coverage.

D. Professional Liability Insurance (Errors and Omissions)

The consultant shall also obtain and keep in force and effect during this project professional liability insurance covering any loss arising out of or related to in any manner the errors, omissions, or negligent acts of the Consulting Engineer, its employees, agents, and/or individual contractors in a minimum amount of One million (\$1,000,000). Said professional liability insurance is to be kept in force for not less than one (1) year after completion of the project. The consultant shall file a certificate of insurance with the Public Works Director prior to commencing work and shall be subject to the City's approval.

F. Deductibles, Self-Insured Retentions and Proof of Insurance

Deductible and self-insured retention must be stated on insurance policies and Certificates of Insurance and must be approved by the City.

G. Absence of Insurance

The absence of in force insurance or reduction below limits as specified above shall cause all work on the project to cease and any delays or expenses caused due to stopping of work and change of insurance shall be considered the Consulting Engineer's delay and shall not be construed to increase the cost to the City or increase the time in which the project shall be completed.

H. Insurance Companies

The insurance company issuing the required insurance for this contract must be rated at least B+: IX in Best's Insurance Guide if it is admitted in California; if not admitted in California, it must be rated at least A: X in the Best' Insurance Guide.

I. Certificates of Insurance with Endorsement

The consultant shall file and maintain at all times for the duration of the contract the required original certificates of insurance with the Public Works Director. The certificates are to be filed prior to the commencement of work and shall be subject to the City's approval. The certificates shall clearly state:

- a. Policy number and name of insurance company; name, address, and telephone number of the agent or authorized representative; name, address, and telephone number of the insured; project name, and number (Stevens Creek Trail to Sleeper and Dale/Heatherstone, Project 07-35); policy effective date; policy expiration date; and specific coverage amount;
- b. That thirty (30) day unqualified, prior, written notice of change of coverage limits below the City's requirements or cancellation will be sent to: City of Mountain View, Public Works Department; Attention: Fred Irwin, Senior Administrative Analyst; 500 Castro Street/P. O. Box 7540, Mountain View, California 94039; and
- c. That the consultant's insurance is primary.
- d. Such phrases as: "endeavor to," "it is the intention of," "will make every effort," "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives," are unacceptable and must be blackened or blocked out or otherwise deleted from any certificate of insurance.
- e. The bodily injury liability, property damage liability, and personal injury liability is a combined single-limit coverage or equivalent.
- f. Endorsement forms shall be attached to the general liability and motor vehicle liability insurance certificates. These endorsements will clearly state that the City of Mountain View, its officers, agents, employees and volunteers are additional insured and that the consulting engineer's insurance is primary.

IX. SELECTION PROCESS AND SELECTION CRITERIA

Selection of the consultant will be based on the review and evaluation of the proposals by Public Works Department staff. The criteria used in the review and evaluation of the proposals are (in random order):

- a. The experience of the firm and project team in planning and designing similar trail projects and working with Caltrans;
- b. Qualifications of key staff and sub-consultants who will carry out the assignment;
- c. Record of similar work performed by the company for the City and/or other public agencies;
- d. Completeness in answering the Request For Proposal.
- e. Project approach;
- f. Degree of support necessary from City staff;
- g. Ability to meet schedule;
- h. Ability to meet insurance requirements;

Based on the staff review and evaluation, a final ranking of the most qualified consultants will be developed. The City will negotiate a contract with the top ranked consultant. All consultants submitting a proposal will be notified in writing of the selection results.

The City will begin negotiating a contract with the top ranked consultant immediately after notification of the results. If the negotiation with the top consultant fails, new negotiation will start with the consultant ranked next highest. The process is repeated, if this new negotiation fails, until a contract is negotiated successfully.

X. PROJECT BUDGET

The project budget is \$1,350,000, which includes an \$800,000 budget for consultant fees. If the proposer cannot complete the tasks within the City's current budget, the proposer should include a statement to that affect and suggest alternative methods to meet the goals of the project and provide anticipated cost to complete project per the RFP. A project budget refinement is currently underway.

XII. CITY CONTACT PERSONS

Please refer your questions regarding the project to the following City of Mountain View Public Works personnel:

Primary Contact:

City of Mountain View
Anne Marie Callan, Senior Civil Engineer
Robert Kagiama, Principal Civil Engineer
Tim Ko, Assistant Public Works Director/City Engineer
Public Works Department
500 Castro Street
Mountain View, CA 94041
(650) 903-6311

City of Mountain View Utilities
Alison Turner, Senior Civil Engineer
Dave Serge, Utilities Service Manager

City of Mountain View Aerial Mapping and GIS
Quan Tran, Senior CAD Designer
Peter Maguire, GIS Manager

Outside Contacts:

Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118-3614
(408) 265-2600

PG&E Service Planning
(Contact representative to be named later)

111 Almaden Boulevard
San Jose, CA 95113

Caltrans District 4
(Contact representative to be designated later)
111 Grand Avenue
Oakland, CA 94623

Caltrans
Office of Special Funded Projects
Division of Engineering Services
1801 30th Street
P.O. Box 168041
Sacramento, CA 95816-8041

(END OF REQUEST FOR PROPOSAL)

Proposed trail area between El Camino Real
and Sleeper Avenue

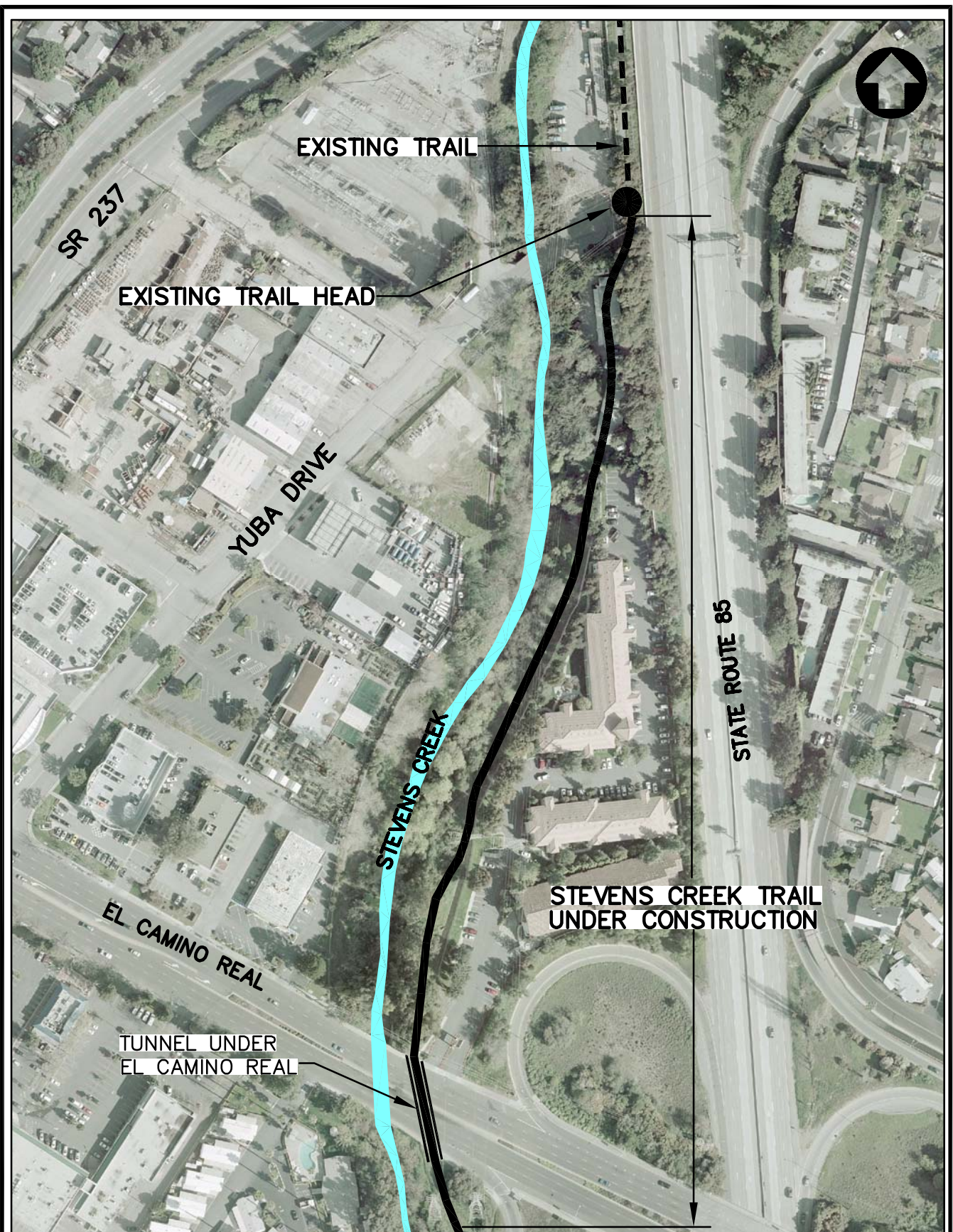




Highway 85 soundwall and
Dale/Heatherstone landing area



Section of Stevens Creek Trail
currently under construction



PRINTED: MARCH 19, 2007

STEVENS CREEK TRAIL
YUBA DRIVE THROUGH EL CAMINO REAL
PROJECT 04-40

SCALE: 1"=200'



Trail layout maps

CURRENT TRAIL PROJECT
(YUBA DRIVE-
EL CAMINO REAL)

PROPOSED NEW TRAIL PROJECT
(EL CAMINO REAL TO DALE/HEATHERSTONE)

PHASE 1

PHASE 2

LEGEND:

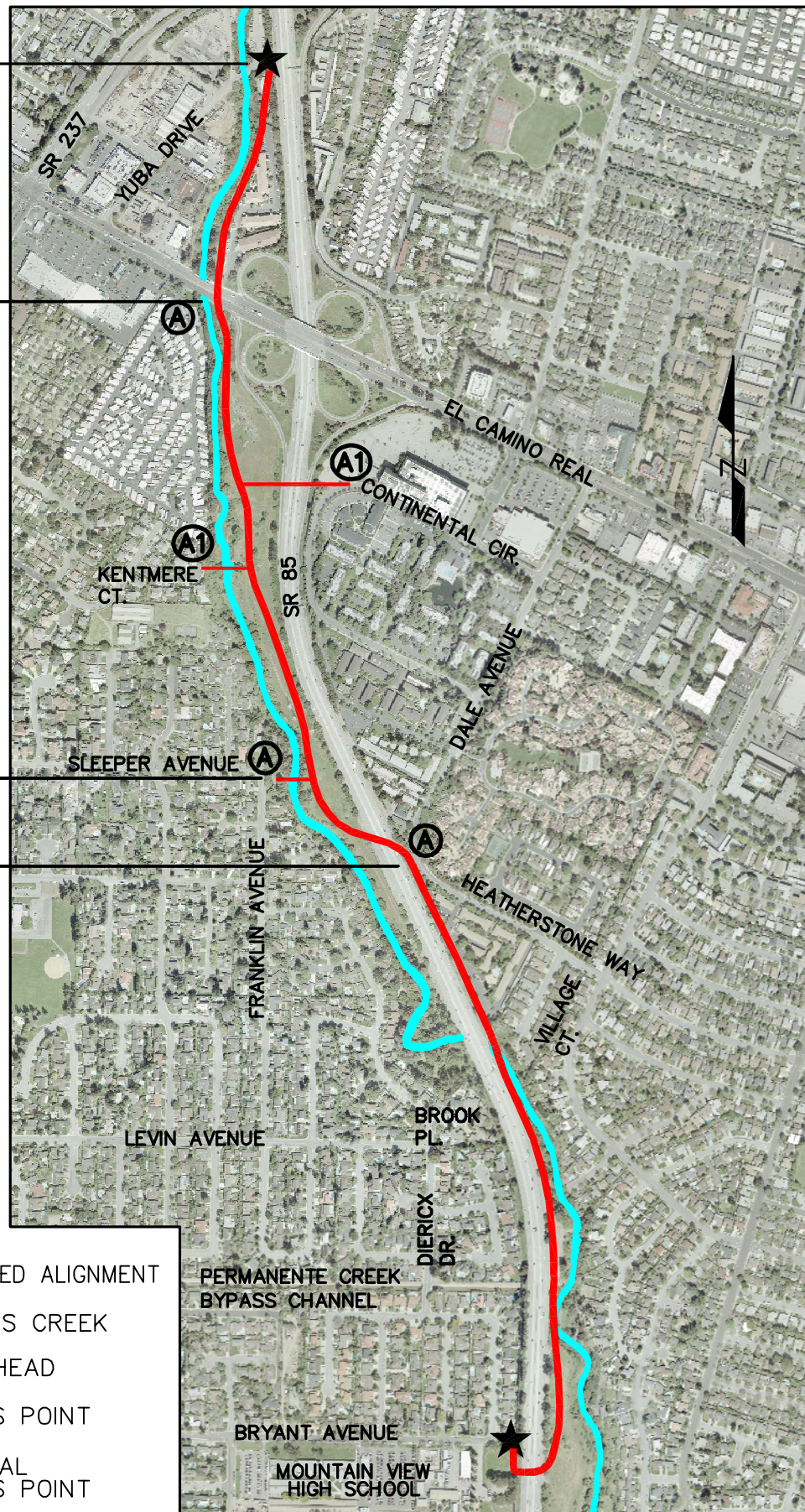
APPROVED ALIGNMENT

STEVENS CREEK

TRAIL HEAD

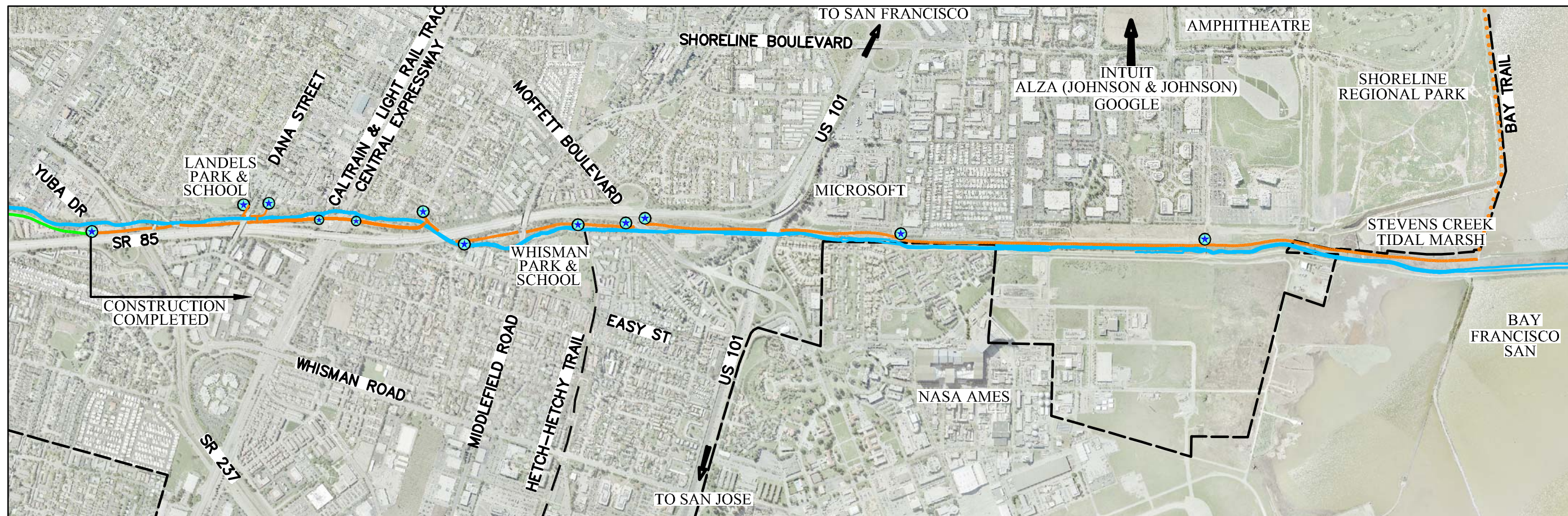
ACCESS POINT

OPTIONAL
ACCESS POINT










STEVENS CREEK TRAIL REACH 4 SEGMENT 2
APPROVED ALIGNMENT





LEGEND:

- | | |
|---|---------------------------------------|
|  | EXISTING TRAIL |
|  | CURRENT TRAIL PROJECT |
|  | NEXT TRAIL PROJECT - PHASE I |
|  | NEXT TRAIL PROJECT - PHASE II |
|  | FUTURE TRAIL |
|  | TRAIL HEAD/ NEIGHBORHOOD ACCESS POINT |
|  | STEVENS CREEK |



CONSTRUCTION COMPLETED



SCALE: 1"=1500'

JULY 2006