**Department of Public Works**
**Engineering Division**
**One North San Antonio Road**
**Los Altos, California 94022-3087**
**(650) 947-2780**
**Fax (650) 947-2732**

March 2, 2015

**SUBJECT: Repair Maintenance Problem Areas, Project WW-01001 (15-13)**

You are invited to submit proposals to provide design services for the Repair Maintenance Problem Areas, Project WW-01001 (15-13) on the city's sanitary sewer system as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Tuesday, March 31, 2015**.

## PROJECT REQUIREMENTS

The City of Los Altos is soliciting proposals from qualified engineering firms to provide design and construction services for a project on the city's sanitary sewer system.

The work includes the preparation of plans, specifications, construction cost estimate and other contract bid documents, bid period support and construction services for the construction project. A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

## TIME SCHEDULE

A proposed time schedule for each project and each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The consultant's proposal should include a statement, indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

## INSURANCE REQUIREMENTS

The consultant will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The City will also require Professional Errors and Omissions insurance acceptable to the City Attorney.

## FEE SCHEDULE

Not to exceed fees should be listed in the Fee Schedule for each task for each project. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. The proposals will also include a fee for bid period assistance and construction period assistance.

## PROPOSALS

Please submit five (5) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and will conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant.

If you need assistance or have questions, please call me at (650) 947-2603 or email me at afairman@losaltosca.gov.

Sincerely,

Aida Fairman

Aida Fairman, P.E.
Associate Civil Engineer

Enclosures:
(1) Scope of Services, dated March 2, 2015
(2) Agreement for Consultant Services (draft version)