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

NOTICE TO CONSULTANTS

SUBJECT: REQUEST FOR PROPOSAL – MIRAMONTE AVENUE PATH, PROJECT CF-01006 (1501)

You are invited to submit proposals to provide design services for the Miramonte Avenue Path as outlined herein and delineated on the enclosed Scope of Services. Proposals are due to the office of the Public Works Director **before 4:00 P.M., February 18, 2016**.

PROJECT REQUIREMENTS

The City of Los Altos is soliciting proposals from qualified civil engineering firms to provide design and construction services for this project to improve pedestrian and bicycle safety in the school vicinity.

The work includes the preparation of plans, specifications, construction cost estimate, hosting public outreach meetings and other contract bid documents, bid period support, and construction services projects.

The successful consultant or consulting team shall have recent, relevant and successful design and public outreach experiences. A detailed scope of services for the project is outlined in the SCOPE OF SERVICES, which can be access at the City website (http://bids.losaltosca.gov). You will be required to sign up on the Planholder List at the City website (http://bids.losaltosca.gov) to access the details of this project.

TIME SCHEDULE

A proposed time schedule for each project and each task is defined in the 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 of this project. Task II to Task VI may not be preceded if all the proposed alternatives presented on Task I are rejected and design project will end at Task I. 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 including identification of key staff and assignments. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. Submit one (1) copy of the consultant's fee proposal and payment schedule in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and may 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 this RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (a draft version is included in the detail package for your review) 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.

The proposals will be evaluated based on the following:

1. Previous experiences with similar projects
   (Firm shall provide minimum 3 agency references of similar projects).
2. Staff resources sufficient to complete the PS&E.
3. Staff resources sufficient to assist in construction support.

If you need assistance or have questions, please call Kathy Small at (650) 947-2628 or email her at ksmall@losaltosca.gov.