REQUEST FOR PROPOSAL
TRAFFIC DIVISION

Project: Enhancement to the Onstreet Portion of San Tomas Aquino/Saratoga Creek Trail

The City of Santa Clara Traffic Engineering Division is seeking proposals from qualified professional consulting firms to provide professional services to prepare plans, specifications, and Engineer's Cost Estimate for the enhancement of the on-street portion of the San Tomas Aquino/Saratoga Creek Trail .

The project will include research, recommendations and design of various innovative enhancements to improve wayfinding, identification, bicyclist/pedestrian access and priority, modification of traffic signals and controls (if needed) and integration of the on-street portion of the trail with the neighborhood and roadway system.

Basic Services

The services to be provided by the consultant shall at a minimum include the following:

1. Review the existing San Tomas Aquino/Saratoga Creek Trail on street portion on Cabrillo Avenue, Calabazas Boulevard, and Pomeroy Avenue.

2. Field visits to the project area is required and topographic surveys may be required.

3. Preparation of conceptual renderings, recommendations and if needed traffic studies to modify traffic controls.

4. The consultant shall submit progress plans, specifications and Engineer's Estimate at the 30%, 60%, and 100% completion stages to the City for review and comments.

5. The consultant shall provide bid and construction support to answer questions and clarify plan designs.

6. Upon completion of the construction project, the consultant shall revise construction plans to reflect any changes made during the construction process to provide "As-Built" plans.

7. The consultant shall budget for a minimum of two public meetings, which shall include preparation of agenda and presentation material, documentation of meeting minutes and identification of follow-up items.

8. Upon completion of any phase or deliverable of the project, the consultant shall submit electronic copies of all documents in either Autocad, Microsoft Word/Excel, or pdf formats.

9. The consultant will have eight (8) months from the Notice to Proceed to complete the design.

City of Santa Clara Department of Public Works
Engineer Department / Traffic Division
1500 Warburton Avenue, Santa Clara, CA 95050
Phone: (408) 615-3000; Fax: (408) 985-7936

Proposal Format

Proposals should address, as a minimum, the following points:

1. Explain the organization structure, general background and qualifications of the consultant, and any special knowledge or capabilities material to the project.

2. Specifically list other projects completed and constructed of similar scope within the past 5 years.

3. Identify the principal staff who will be assigned to this project and give a description of their responsibilities.

4. Provide a work history of the key personnel assigned to this project, including descriptions of the projects, dates and costs of the projects, and duties performed by the individual on the project.

5. Provide a proposed Scope of Work for the project that includes at a minimum the Basic Services broken out by specific tasks and/or milestones.

6. Describe the ability of the consultant to perform the services within the proposed timeframe.

7. Indicate the location of the office(s) where the work will be carried out.

8. Submit a list of any subconsultants to be utilized on the project and describe how each subconsultant will be utilized.

9. Fee Schedule: State desired compensation necessary to perform the stated services. The fees schedule should be presented in a table showing the tasks in the proposed work scope with the associated fee for each task. Fee Schedule shall be provided in a separate sealed envelope.

10. Include an hourly rate schedule, in case additional services are needed.

Submittal Deadline

Five (5) copies of the final proposal shall be submitted by 5:00 p.m., April 21, 2010, to:

Dennis Ng
City of Santa Clara
Traffic Engineering Division
1500 Warburton Avenue
Santa Clara, CA 95050
(408)615-3021