D R A F T

CITY OF EL SEGUNDO

350 Main Street
El Segundo, CA 90245-3895

PARK PLACE EXTENSION PROJECT

CEQA/NEPA REVIEW AND DESIGN REVIEW

REQUEST FOR PROPOSAL

July 7, 2014

Inquiries regarding this project should be directed to:

Mr. Ted Shove, Economic Development Analyst
Phone: (310) 524-2359
tshove@elsegundo.org
Fax: (310) 640-0489

Deadline:

Deadline: August 11th, 2014 at 5:00 pm

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CITY OF EL SEGUNDO

REQUEST FOR PROPOSAL

Park Place Extension and Railroad Grade Separation Project
CEQA/NEPA Documentation

The City of El Segundo is seeking a consultant to prepare the required environmental review for the Park Place Extension and Railroad Grade Separation Project between Sepulveda and Nash Street, located east of Sepulveda Boulevard and west of Nash Street. The proposed project is to connect Park Place between Sepulveda and Nash, providing an east/west alternative to Rosecrans Avenue.

Background of El Segundo

The City of El Segundo was incorporated in 1917. In Spanish, the name El Segundo means the "second," for the second Chevron refinery located in the State of California. The El Segundo refinery was established more than 100 years ago. The town adjacent to the refinery eventually developed with single-family homes to house the workers of the plant.

El Segundo is considered part of the South Bay sub-region in the southwestern edge of the Los Angeles Coastal Basin. Downtown Los Angeles is about 20 freeway miles from El Segundo. The City is bounded to the north by Los Angeles International Airport (LAX) in the City of Los Angeles; to the south by the City of Manhattan Beach, to the west by the Pacific Ocean and City of Los Angeles, and to the east by the City of Hawthorne and the County of Los Angeles. The City is 5.46 square miles (3,494.4 acres), with a resident population of approximately 17,000. The daytime (employee) population is over 60,000. All of the residential population is west of Sepulveda Boulevard. The office/commercial/industrial area east of Sepulveda Boulevard houses the headquarters of Fortune 500 companies such as Mattel, Time Warner Cable, SAIC, among others, as well as a range of businesses including aerospace and defense, information technology, industrial design, creative arts, digital media, and travel related companies. El Segundo is also home to the Los Angeles Lakers, Kings and Sparks.

1. Project Background

Location
Park Place is bounded by El Segundo Boulevard on the north, Rosecrans on the south, Sepulveda Blvd. on the west and Nash Street on the east. The area includes BNSF and UPRR Rail Road lines, oil pipelines, utilities and spur tracks.

The purpose of the Park Place Extension and Railroad Grade Separation Project is to provide an alternate route to the Rosecrans Corridor, a heavily congested major arterial in the South Bay region of Los Angeles and to improve access to and from the I-105 freeway (Douglas and Nash on and off ramps, respectively). Specifically, the project will connect existing segments of Park Place between Allied Way and Nash Street to provide a continuous roadway from Douglas Street to Sepulveda Blvd. This connection

will provide traffic relief to Rosecrans, as well as direct access from Sepulveda to Douglas, and thereby to the 105 Freeway.

Existing Conditions

The project site was originally used by Allied Signal and Honeywell and is relatively flat. There are active UPRR and BNSF railroad lines, both of which serve the Chevron refinery and have railroad tracks that go directly through the proposed project area. Adjacent to or within the railroad rights-of-ways are approximately three buried crude oil pipelines, relocation of which may be required to accommodate the roadway extensions. Plaza El Segundo Shopping area is to the north of the Park Place Extension and a portion of the area to the south is currently being developed for commercial uses.

Proposed Project

Park Place is identified as a future street and classified as a Four-Lane Divided

Collector in the City of El Segundo Circulation Element (2004). The proposed extension of Park Place is identified as a critical future project in the City of El Segundo 2005 Traffic Impact Fee Study Update, as it will provide direct connection to the MTA Green Line/Douglas Street Transit Station.

Construction Schedule

The City anticipates beginning construction of the Park Place Extension project in 2018.

Alternatives to be Studied

The City recently completed a roadway alignment Alternatives Study for the Park Place Extension, which represents a range of reasonable alternatives that must be studied in the EIR. The range of alternatives must include a “No Project” alternative. City staff anticipates two alternatives will be studied in addition to the “No Project” alternative.

The Alternatives Study and area exhibits are attached for your information.

2. Scope of Work

Under the overall project management of the City of El Segundo, the selected consultant will provide the following services:

Required Tasks:

- Preparation of a Draft Initial Study.
- Preparation of required Notices.
- Preparation of the administrative draft Environmental Impact Report (EIR).
- Production of a draft environmental document and distribution of the draft environmental document (including tables, graphs, maps, etc.) to the State

Clearinghouse. All tables, graphs and maps must be formatted so that the material and data is legible when reproduced in black and white.

- Responses to public and agency comments on draft document.
- Attendance and participation at a scoping meeting and all meetings with the Planning Commission and City Council.
- Preparation of the final EIR including preparation of a mitigation-monitoring program.
- Preparation of Findings and Statement of Overriding Considerations should one be necessary.
- Preparation of technical studies (traffic, GHG, etc.), appendices and revisions to any of the above-mentioned draft documents (revisions shall be presented in a red-line/strike-out format for City staff review).
- Memorandum regarding design review recommendations for the Specific Plan document (not part of environmental document).

3. Deliverables

Consultant will be responsible for all mailing to agencies, including Notices and environmental documents. However, the City will be responsible for publishing Notices in the local adjudicated newspaper and for mailing Notices to interested parties (including surrounding property owners).

All documents, notices, labels and maps included in the Scope of Services section shall be provided on CD in Microsoft Word 2010 format unless otherwise agreed to by City staff, and sent via e-mail or uploaded as required by the City. Regular electronic updates of the documents shall be provided to City staff as drafts are revised and finalized.

The following deliverables and quantities should be included in the proposed cost:

- Administrative Draft – 5 printed copies, one electronic copy in Microsoft Word 2010 format, and one electronic copy in Adobe Acrobat (PDF) format.
- Draft Environmental Impact Report – 30 printed copies, 60 CD's plus one camera-ready copy, one electronic copy in Microsoft Word 2010 format, and one electronic copy in Adobe Acrobat (PDF) format.
- Executive Summary – 1 electronic copy in Microsoft Word 2010 format, 1 hard copy, 20 CD's, one camera-ready copy and included on the Draft EIR hard copy and CDs.
- Final Environmental Impact Report – 15 printed copies, one camera-ready copy, one electric copy in Microsoft Word 2010 format, one electronic copy in Adobe Acrobat (PDF) format, and 15 CD's.
- One hard copy, one electronic copy in Microsoft Word 2010 format and one electronic copy in Adobe Acrobat (PDF) format of the Specific Plan design review recommendations memorandum.

4. Project Coordination/Public Participation

At a minimum there will need to be two meetings with staff to coordinate the project and monitor progress regarding the environmental document. In addition, a minimum of two meetings with City staff regarding proposed recommendations is required, as well as a scoping meeting and all public hearings. The environmental consultant will present an overview of the environmental review process, a summary of the issue areas of controversy to be studied, and EIR conclusions, and will be expected to answer questions. Any sub-consultants used as part of the environmental consultant team are required to attend at least one meeting with staff, the scoping meeting and at least three public hearings. Public hearings include one hearing before the Planning Commission, and two hearings before the City Council, for a total of three hearings.

In addition to meetings with City staff, the design review consultant is expected to attend one public hearing before the Planning Commission and one public hearing before the City Council. The design review consultant will present the design review recommendations and will be expected to answer questions. Proposers will need to provide the cost for additional staff meetings (for both the environmental document and for design review) and for public hearings (per meeting or hearing) as an optional item in the budget.

5. Budget

The proposed budget for the Environmental Impact Report and design review services must be listed by task, hours and costs. The proposal that is prepared should identify each task as well as the deliverable and costs associated with each task. The contract will be a time and material contract with a “not to exceed” budget.

6. Contract

A copy of the City’s standard professional services agreement is provided as an attachment as well as its mandatory insurance requirements and endorsements. The consultant should describe any exceptions being requested to the standard professional services agreement and/or insurance requirements in the proposal.

7. Proposal and Statement of Qualifications Requirements

The proposal should include at a minimum, the following information (with not to exceed page limits):

- Name, address, telephone number, facsimile number, and e-mail address of the firm. (one page)

- Project experience (4 pages): Consultant’s qualifications and prior recent experience in preparing Environmental Documents for local governments that also include working with railroad operations. Provide the names, titles, address and current telephone numbers for staff at the previous client cities. A minimum of 3 references are required from other governmental agencies or a combination of other governmental agencies and other clients.

- Consultant Project Team, including Sub-consultants and their Qualifications; Resumes and Organization Chart (4 pages): Include the names and telephone numbers of the consultant's project team, including the name of the project manager, and any sub-consultants to be retained by the consultant. Submit the resumes of all personnel (including sub-consultants) to be involved with the project and their specific experiences relative to the preparation of this environmental document and/or design review services as applicable (resumes can be provided as separate attachments and are not subject to the 4-page limit). The consultant shall also submit an organization chart which shows the reporting relationships of all involved personnel, as applicable.

- Proposed approach (5 pages): Consultant's understanding of the project and a description of the how the consultant will approach the project.

- Scope of work (10 page): Scope of services to be provided with a breakdown of different tasks. It should include a detailed description of the methods of information gathering and analysis to be used in preparing the environmental document (i.e. how will you approach this project?). Also, indicate which members of the project team will be responsible for the various task(s) and attendance at meetings. The submittal should also provide a detailed description of any requested material needed from the City.

- Timeline (one page): Proposed time frame to provide the services starting from the date of receipt of a Notice to Proceed from the City.

- Budget (2 pages): The proposal will include a proposed budget for the Environmental Impact Report and design review services. Consultant's estimated fee for the project, with a "not-to-exceed" amount. The cost estimates provided by the consultant shall reflect detailed projected man hours per the scope of services to be provided, including the cost for attendance at meetings, mileage, and projected reproduction costs. This should be accompanied by a list of the hourly rates for each member of the project team, including clerical, and expected subcontractor rates. Cost estimates shall also include optional tasks outlined above and contingencies with upper limits that include these optional tasks. Include all assumptions made in arriving at the quoted figures.

- A statement that consultant is agreeable to execute the enclosed City Professional Services Agreement and is able to provide proof of insurance and required endorsements as noted in the agreement.

8. Review Process and Bid Analysis Criteria

A Selection Committee comprised of individuals from the El Segundo Departments of Public Works and Planning and Building Safety, and industry representatives familiar with the project issues and federal contract standards, will review all proposals submitted, and will evaluate the proposals based on the following Evaluation Criteria outlined below.

BID EVALUATION CRITERIA Maximum Points

EVALUATION CRITERIA	Max Points
Knowledge: Understanding of the work to be done	25
Qualifications: Experience with similar kinds of work	20
Ability: Quality of staff for work to be done	15
Compliance: Familiarly with State and Federal procedures	10
Costs: Financial responsibility	10
Completeness: Complete Proposal must be submitted	10
References	10
TOTAL	**100**

9. Federal Contracting Provisions

This project is funded with federal transportation funds, and is therefore subject to all federal contracting provisions including the following.

Disadvantaged Business Enterprise Considerations

Federal DBE/UDBE requirements. The City of El Segundo's DBE/UDBE goal for this project is 12 percent (%). The City expects all bidders to achieve the UDBE participation goal or provide documentation of efforts to achieve the goal.

General Compliance with Laws and Wage Rates

The consultant shall be required to comply with all federal, state and local laws and ordinances applicable to the work. This includes compliance with California prevailing wage rates, certified payrolls, and payment in accordance with California Labor Code, Section 1775.

Subcontracting, Assignment and Transfer

Consultant services are considered to be a personal relationship between client and principal; therefore, contracts in which participating federal or state funds are furnished shall contain a clause expressly prohibiting the subcontracting, assignment, or transfer of any of the work except, as otherwise, provided for in the executed contract. All contracts shall provide that subcontracts exceeding $25,000 in cost shall contain all required provisions of the prime contract.

10. Interview and Consultant Selection

The Selection Committee will schedule interviews with the top rated firms based upon demonstration of qualifications and understanding of the project, and will establish a ranking of the proposals and make final recommendations for selection to the City Council.

The City will enter into contract negotiations with the highest ranked firm. If a contract agreement cannot be reached, the City will terminate negotiations with the highest

ranked firm and open negotiations with the next highest ranked firm until a contract agreement can be reached.

City staff anticipates arranging for the interviews with the top three (3) proposers based on the evaluation criteria outlined above within four (4) weeks of the deadline to submit an RFP. All consultants that submit an RFP will be notified of the status of their submittal. Final selection of the successful consultant will require City Council approval.

11. Resources Available

The City of El Segundo has several resources available to assist the consultant with the preparation of the environmental document. These include, but are not limited to:

- City of El Segundo General Plan – 1992
- City of El Segundo Circulation Element - 2004
- City of El Segundo Municipal Code
- 2010 Census data
- City of El Segundo GIS data

12. Submittal Deadlines

Five (5) copies of the written proposal are due by Monday, August 11, at 5:00 PM. The proposal should be addressed to:

Ted Shove, Economic Development Analyst
Planning and Building Safety Department
City of El Segundo
350 Main Street
El Segundo, CA 90245

By submitting a response to this Request for Proposal (RFP), prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to issue written notice to all participating firms of any changes in the proposal submission schedule, should the City determine in its sole and absolute direction that such changes are necessary. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for consulting services. The City reserves the right to reject any and all proposals.

Questions concerning this RFP should be directed to:

Ted Shove, Economic Development Analyst, at 310-524-2359, or via email to tshove@elsegundo.org.

Attachments:

A. Alternatives Study
B. City's Standard Professional Services Agreement and Insurance/Endorsement Requirements