



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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**REQUEST FOR PROPOSALS
CIVIL ENGINEERING SERVICES
FOR
CREST ROAD EAST FIRE PREVENTION POWER LINE UNDERGROUNDING PROJECT
FUNDED BY FEMA Hazard Mitigation Program
#DR4344-526-112R**

PROPOSALS DUE 3 PM, MAY 9, 2023

SECTION 1 - BACKGROUND

The City of Rolling Hills is requesting proposals from professional civil engineering firms to prepare construction documents (**not engineered drawings**) to underground existing overhead utilities on Crest Road East from 92 Crest Road East to the City's easterly gated border. The project is funded by FEMA's Hazard Mitigation Grant Program, using Southern California Edison's Rule 20A Tariff as local match. The grant is administered by California Office of Emergency Services or CalOES.

Per the requirements of the California Public Utilities Commission (CPUC) Rule 20 program, the project is split into two segments: Rule 20A segment, funded using the City's available **credits** and Rule 20C segment funded with grant monies. Southern California Edison (SCE) prepared construction documents for the Rule 20A segment on Crest Road East included as Attachment 1 and is responsible for the completion of this segment, including lateral connections to residential panels. The City of Rolling Hills is responsible for the completion of the Rule 20C segment including **vaults, conduits, and** lateral connections to residential **panel conversions**.

SCE prepared electrical plans for the Rule 20C segment included as Attachment 2. It is anticipated that one telecommunication company, Crown Castle, will utilize the City's trench for the Rule 20C segment with SCE, while other telecommunication companies Frontier, and Cox will be undergrounding their overhead infrastructure in a separate trench, outside the scope of the City's project.

The Crest Road East Fire Prevention Power Line Undergrounding project is subject to the federal procurement standards under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

SECTION 2 - SCOPE OF SERVICES

The desired outcome of this project will be a construction ready documents including plans, specifications, cost estimates, and bid sheets to solicit proposals from qualified contractors. **The plans have already been completed by the utilities.**

Task 1 – Project Administration and Meetings:

- 1) Develop project schedule to meet grant, **bid/award, construction** requirements.
- 2) Develop project approach, and dedicate resources to deliver the desired outcome of the project per the project schedule.
- 3) Coordinate with utility companies as needed.
- 4) Coordinate with residents **as** needed.
- 5) Meetings (number of meetings):
 - a. Scoping/Kick-off (2)
 - b. Utility Company (2)
 - c. City staff (2)
 - d. Stakeholders - Final **Designs/City Bid Package** (2)
 - e. City Council (1)

~~Task 2 – Construction Plans~~

~~Prepare engineering plans for construction:~~

- ~~1) Research data, conduct surveys, and prepare necessary base map for engineering design.~~
- ~~2) Design Plans shall be submitted at the following stages of completion for City review and comment: 65%, 90%, 100% & 100% (Final, as needed). Allow 1 week minimum for each City of Rolling Hills review.~~
- ~~3) Design Plans shall be submitted at the following stages of completion to other agencies having an interest/stake/permitting for agency review and comment: 65%, 90%, 100% (Final).~~

Task 3 – Specifications

Project Specifications **Package, Bid/Award:** Prepare specifications in conformance with the current Standard Specifications for Public Works Construction (Greenbook) and other applicable agency, **utility, and electrical standards**, specifications, and guidance documents in order to obtain **qualified trenching bids**. Provide the required permits, standards, and reference materials to be included in the City’s standard contract documents. Every item of work must be fully covered including a measurement clause and a payment clause.

Task 4 – Cost Estimates

Prepare an engineer’s construction estimate for the designed **Project**. Cost **estimate** shall have quantities and unit prices with back-up calculations for all quantities. The **selected firm** shall verify current unit prices at time of final plan approval **for release of public bid**.

Task 5 – Permitting and Regulations

Develop and manage the approval process for **any** required permits and environmental clearance documents, **if necessary**. The **selected firm** shall observe all laws, rules, and regulations concerning environmental permitting and the scope of professional services shall include all steps necessary in the project development and permitting process to move into **and accomplish** the construction phase.

- 1) Document, **develop**, and incorporate environmental requirements (i.e., CEQA documentation, etc.), mitigation measures, NPDES requirements (including adherence to MS4 LID requirements), BMPs, air/water quality, and erosion/sediment control into the Project construction documents as required.
- 2) Provide a signed check-off list certifying that all environmental clearances/permits have been completed and all mitigation measures have been incorporated into the PS&E prior to the advertisement of the project for construction bids.
- 3) **Selected firm** shall incorporate all requirements of the City of Rolling Hills Municipal Code (RHMC) as applicable. The deliverables provided to the City shall conform to those regulations to ensure a complete and conforming project. The **selected firm** and its subconsultants shall comply with Public Works Greenbook and RHMC in the preparation of full, complete, and accurate PS&E.
- 4) **Selected firm** shall incorporate all federal, state, and local laws, rules, and regulations concerning public works as applicable. The deliverables provided to the City shall conform to those regulations to ensure a complete and conforming project. The **selected firm** and its subconsultants shall comply with Public Contract Code Section 10120 in the preparation of full, complete, and accurate PS&E.

Task 6 – Bid Support:

Assist the City in preparation of the project Bid Package and provide responses to questions received during the bid phase. Assist the City in compiling data on bids received and assist the city in reviewing the bids for responsiveness **and contractual requirements**.

Task 7 – Construction Support Services:

Provide support as follows:

- 1) Attend a pre-construction meeting and provide clarification of contract documents as needed.
- 2) Respond to Contractor's Request for Information.
- 3) Review Contractor's submittals for conformance with the contract documents.
- 4) Upon completion of construction, the **selected firm** shall provide as-built drawings and submit to the City electronically, AutoCAD and PDF formats.
- 5) **Provide construction inspection.**
- 6) **Coordinate with all project stakeholders.**

All data, documents, and other products used or developed during the project will become the property of the City.

SECTION 3 - PROPOSAL REQUIREMENTS

Understanding of the Scope of Work: Proposer shall provide a narrative to the approach to complete the Scope of Work efficiently, economically and timely.

Organization, Credentials and Experience: Provide a summary of the proposer’s qualifications, credentials, and related past experience. Describe the consulting firm, including the personnel who will be assigned to the contract. Provide a list of three of the proposer’s projects within the last five years of similar scope and content including federally funded grant projects.

Fees: Under separate cover, provide a rate proposal for the scope of work. The cost proposal shall be identified for each task. The proposed cost budget shall present the labor rates and proposed labor hours of proposed staff for each work task described in the proposer’s proposal, as well as other direct costs.

Additional Information: Proposer is to review the sample Professional Services Agreement and provide comments and or questions as a part of the proposal. See Section 6 of this RFP.

SECTION 4 - OPTIONAL PROJECT SITE VISIT / PROPOSAL PROCEDURE

The City of Rolling Hills is a gated community. Proposer can visit the project site on Friday, April 28, 2023 at 12:00 PM by providing a business card to the gate attendant and identifying this proposal as the reason for the visit. The optional site visit shall begin at or near the residential address at 92 Crest Road East and end at the closed gate at the end of Crest Road East. The optional site visit will provide proposer the opportunity to view the project area and adjacent properties requiring lateral underground connections to residential structures.

All proposals are due no later than 3 pm on May 9, 2023. The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to Project Manager Christian Horvath at chorvath@cityofrh.net by 5 pm on Tuesday, May 2, 2023.

Please submit the proposal via email to:

Elaine Jeng, P.E.
City Manager
ejeng@cityofrh.net
cc: chorvath@cityofrh.net

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Rolling Hills and the firm selected. The City of Rolling Hills reserves the right without prejudice to reject any or all proposals. No reimbursement will be made by the City for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the City of Rolling Hills.

SECTION 5 - SELECTION CRITERIA

Proposals will be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the project within in time to meet the FEMA assigned grant project completion date of May 7, 2024. (Please note that all work defined in the approved scope of the grant project must be completed not less than 90 days prior approved project period of performance February 7, 2024.) Proposer may be asked to participate in an interview with the City. If necessary, interviews are tentatively scheduled between May 10-16, 2023.

SECTION 6 - ATTACHMENTS

Attachment 1 – Rule 20A Final Design – Approved for Construction (TD1869862)

Attachment 2 – Rule 20C Proposed UG Install Map (TD1993916)

Attachment 3 – Sample Professional Services Agreement (Subject to Amendment by the City)

Attachment 4 – City of Rolling Hills HMGP Project SubApplication & Grant award letter from CalOES/FEMA dated September 14, 2020