



**ADDENDUM No. 1**

**CITY OF MILPITAS  
MILPITAS, CALIFORNIA  
ENGINEERING DIVISION**

**REQUEST FOR PROPOSAL**

**FOR**

**Street Resurfacing Project 2020 & 2021  
PROJECT NO. 4296**

Date: May 6, 2019

To: Prospective Consultants

From: Steve Chan, Transportation & Traffic Manager

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Attached is Addendum #1 for the subject project. This addendum forms a part of the Contract Documents and modifies the Request for Proposal as noted below. Acknowledgement of receipt of this addendum in the space provided in the Proposal is required. Failure to acknowledge an addendum may subject the bidder to disqualification.

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**At 2:00 p.m. on May 17, 2019, all proposers will submit their proposals as set forth in Request for Proposals and as amended by the following:**

**ADDENDUM No. 1**

**Summary of changes below:**

**See the attached pages for changes to the RFP.**

- Pg. 1 Limits of work and approximate street length has been revised.
- Pg. 4 Limits of work and approximate street length has been revised.
- Pg. 12 **Interested proposers shall submit as specified on Page 1 of the RFP.**
- Pg. 15 2d. Provide a detailed description of your approach for pricing on this type of project. **[Removed requirement of overhead and profit]**
- Pg. 26 Limits of work and approximate street length has been revised.
- Replace in-ground detector loops at signalized **non-city owned (Caltrans or County of Santa Clara)** intersections affected as a result of resurfacing work.
- Request for Authorization must be submitted **by November 1, 2019.**
- Pg. 27 Noted which signal locations belong to Caltrans.
- Consultant is responsible for applying for a Caltrans encroachment permit for work within Caltrans ROW. Consultant shall prepare all the necessary documents for the application.**
- Pg. 29 A. The consultant shall prepare bid documents, including specifications, drawings, and construction cost estimates within the CITY's budget and design in compliance with Public Contracts Code **and federal fund requirements** for a Public Works project.
- Pg. 30 **K. Consultant shall calculate and provide the DBE % requirement for the project (receiving federal funds).**
- Milestone Schedule has been revised.

Attachment C. Sample Design Services Agreement. Exhibit D. Commercial General Liability (CGL) shall be no less than **\$1,000,000** per occurrence.

**Questions & Answers**

The following questions were received by the May 3, 2019 4:00 PM deadline. City's response is in the column on the right.

1. Please clarify the limits of Location 1 (Great Mall Parkway from 880 to Montague) on Page 1 of the RFP. The limits described do not match the street length described.	to Montague Expressway. Approximate street length is 5,386 feet.
2. Please clarify the limits of Location 2 (Dempsey Rd. from S. Park Victoria to Landess Ave) on Page 1 of the RFP. The limits described do not match the street length described.	Yosemite Dr to Landess Ave. Approximately 1,694 feet.

3. Page 1 of the proposal states that hard copies and an electronic PDF be delivered to City Hall. Page 12 states that the proposals shall be uploaded to the Public Purchase Website. Please clarify which submittal method should be used.	Please submit hardcopy proposals to City Hall.
4. On Page 26, the project scope mentions replacing in-ground detector loops when impacted by resurfacing work. The next bullet point states to upgrade signals to video detection where it does not exist. Please confirm that the City is planning to replace existing loop detectors within the project areas to video detection.	Any signals owned by the City that do not currently have video detection, shall be upgrade to video detection. In-ground loop detectors shall be replaced for any non-city owned signals.
5. On Page 15, item 2d states that proposers including markups on subcontractors and materials, as well as a breakdown on overhead and profit (unburdened rates). However, Attachment B (Sample Cost Proposal) does not require that the costs be broken down in base rates, overhead and profit. Please confirm that fees only need to be provided in attachment B and please clarify that the cost proposal does not need to be broken into base rates, overhead and profit as described in Item 2d.	Only fees need to be required and does not need to be broken down into base rate, overhead, and/or profits. This requirement has been removed.

**Attachments**

Attachment 1 – Pages with Changes

This addendum is issued by Steve Chan, Transportation & Traffic Manager for the City of Milpitas, on May 6, 2019.

  
 \_\_\_\_\_  
 Steve Chan

5/6/19  
 \_\_\_\_\_  
 Date

This addendum shall be signed by each bidder and kept for their files. Acknowledgement of receipt of this addendum in the space provided in the Proposal is required. Failure to acknowledge an addendum may subject the bidder to disqualification.

I, \_\_\_\_\_  
 (Name of Representative)

representing \_\_\_\_\_  
 (Company)

have carefully read this addendum, understand it, acknowledge receipt of this addendum and will comply its terms.

\_\_\_\_\_  
 Representative Signatures

\_\_\_\_\_  
 Date

**END OF ADDENDUM No. 1**



City of Milpitas



NOTICE OF REQUEST FOR PROPOSALS No. 4296 STREET RESURFACING 2020 & 2021

Notice is hereby given that proposals will be received until May 17, 2019 at 2:00 PM for:

STREET RESURFACING 2020 & 2021

The City of Milpitas ("City") is seeking from a qualified proposer ("Proposer") services to provide professional design services for the City's annual street resurfacing project herein called "Street Resurfacing 2020" and "Street Resurfacing 2021".

Table with 5 columns: Street, Limit, Limit, Apprx. street length (ft), Preliminary Treatment Per PMR\*. Rows include Great Mall Pkwy., Dempsey Rd., N Hillview Dr., Sycamore Dr., Buckeye Ct., and Cottonwood Dr.

\*Pavement Management Report recommendations shall be confirmed by the Consultant. Other recommendations are welcomed, but should be presented to the City as early as possible.

The scope of services, content of the proposal, and the selection process are described in the Request for Proposals ("RFP"). Interested parties may obtain copies of the RFP by visiting the City's website: http://www.ci.milpitas.ca.gov/milpitas/departments/finance/bidopportunities/.

SUBMITTING THE PROPOSAL:

Interested Proposers shall submit three (3) hardcopies and one (1) electronic PDF copy of the proposal. Electronic copy must be on a CD or USB flash drive. Proposals must be delivered by the specified deadline date and time to be considered eligible for review. Send proposals to the following:

Attn: Fanny Yu
Engineering
455 E. Calaveras Blvd
Milpitas, CA 95035

License and Bonding. Proposer shall be licensed and bonded in accordance with industry practices, laws, rules and regulations governing the performance of services required in this RFP.

For more information regarding the RFP, please contact:

Fanny Yu, P.E.
Associate Civil Engineer
fyu@ci.milpitas.ca.gov

## PROJECT DESCRIPTION

### RFP No. 4296 – STREET RESURFACING 2020 & 2021

The City of Milpitas (“City”) is seeking proposals from qualified proposers (“Proposer”) in response to this Request for Proposals (“RFP”) to provide professional design services for the City’s annual street resurfacing project herein called “Street Resurfacing 2020” and “Street Resurfacing 2021”. The table below summarizes streets to be included in the street resurfacing projects. The Consultant shall assist the City with determining which streets should be scoped for which year based on constructability and available construction budget. The City currently envisions Great Mall Parkway to be scoped for 2020 construction with the remainder of the streets scoped for 2021 construction.

Street	Limit	Limit	Apprx. street length (ft)	Preliminary Treatment Per PMR*
Great Mall Pkwy.	<del>880 On/Off Ramp</del> <del>Bridge deck over I-880</del>	Montague Expwy.	<del>7392</del> <u>5,386</u>	2” AC Overlay
Dempsey Rd.	<del>S Park Victoria Dr.</del> <del>Yosemite Dr.</del>	Landess Ave.	<del>3696</del> <u>4,398</u>	Slurry Seal and Digouts
N Hillview Dr.	Jacklin Rd.	Berryessa Creek	4752	Slurry Seal and Digouts
Sycamore Dr.	McCarthy Blvd.	Barber Ln.	2640	2” AC Overlay
Buckeye Dr.	Sycamore Dr.	Cottonwood Dr.	1584	2” AC Overlay
Buckeye Ct.	W end of Buckeye Ct.	Buckeye Dr.	300	2” AC Overlay
Cottonwood Dr.	McCarthy Blvd.	Barber Ln.	<del>2112</del> <u>1,694</u>	2” AC Overlay

\*Pavement Management Report recommendations shall be confirmed by the Consultant. Other recommendations are welcomed, but should be presented to the City as early as possible.

The scope of services (“Services”) sought under this RFP are set forth in more detail in **Exhibit “A,”** attached hereto and incorporated herein by this reference. The City reserves the right to select more than one Proposer as part of this RFP.

The term of the agreement will be from **June 18, 2019** to **December 31, 2020**, unless earlier terminated. The City reserves the right to review the successful Proposer’s performance at the end of each year and cancel all or part of the agreement. The City reserves the right to extend the agreement for four (4) one (1) year options exercisable at the City’s sole discretion, not to exceed five (5) years in total. The City may exercise the renewal option years by written notice to the successful Proposer by US Mail, fax or email, including a Purchase Order.

City expressly reserves the right to reject the proposal of any Proposer who is in default on the payment of taxes, licenses, or other monies due to the City.

RULES FOR SUBMITTING PROPOSALS.

- a. **Submittal Deadline.** Proposals must be uploaded to the Public Purchase website by the Submittal Deadline shown in this RFP and any subsequent addenda to this RFP.
- b. **Responsibility.** Proposer is solely responsible for ensuring its proposal is successfully delivered in accordance with the RFP requirements before the Submittal Deadline. The City shall not be responsible for any delays in transmission errors or delays.
- c. **Extension of Submittal Deadline.** The City reserves the right to extend the Submittal Deadline when it is in the best interest of the City.
- d. **Forms.** To be considered for the award, each proposal shall be made on forms furnished by the City in this RFP.
- e. **Late Proposals.** The Submittal Deadline is firm. Proposals will not be accepted after the Submittal Deadline.
- f. **Signature.** To be considered for the award, each proposal shall be signed by an authorized representative of the Proposer.

SITE EXAMINATION. If applicable or otherwise required by City, Proposer may visit the City and its physical facilities and determine the local conditions which may in any way affect the performance of the Services; familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the Services; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of RFP; and correlate its observations, investigations, and determinations with the requirements of the RFP.

SUBMITTAL METHOD. ~~Proposals must be submitted electronically through the Public Purchase website at~~  
Interested proposers shall submit as specified on Page 1 of the RFP.

TAXES. Successful Proposer shall pay all federal, state and local taxes, levies, duties, and assessments of every nature due in connection with any Services under the Agreement and shall indemnify and hold harmless the City from any liability on account of any and all such taxes, levies, duties, assessments, and deductions. Proposal prices shall include said taxes.

TERMS OF THE OFFER. The City reserves the right to negotiate final contract terms with any Proposer selected. Proposer understands and acknowledges that the representations above are material and important, and will be relied on by the City in the evaluation of the proposal. Proposer misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.

WITHDRAWAL OF PROPOSAL. Following the Submittal Deadline, Proposer may not withdraw its proposal for a period of ninety (90) calendar days from the date of opening and the proposal must remain open and firm. At no time may the successful Proposer(s) withdraw their proposal. Proposer's authorized representative may withdraw proposals through the Public Purchase website prior to the Submittal Deadline.

- a. Describe your firm’s capabilities, experience, and approach to implementing and performing maintenance services for similar agencies, including the number of years your firm has performed these services. Included shall be a description of at least three (3) projects of similar or greater complexity that your firm has completed within the past five (5) years. Include the following information:
    - Project description
    - Project Size (number of service sites/frequency, etc.)
    - Client reference name and contact email and telephone number
  - b. Provide an organizational chart showing the proposed team for this project. Also, include resumes for key individuals showing their experience with these types of projects.
  - c. Provide a description of how your firm is uniquely qualified for this project.
  - d. Provide a detailed description of your approach for pricing on this type of project. ~~Include your total markup on subcontractors and material showing a breakout of overhead and profit.~~
  - e. Provide a schedule of how the Proposer proposes to complete the Services in accordance with the requirements of the Agreement. Provide an outline of key milestones including, but not limited to, coordination meetings, service protocols, scheduling and rescheduling procedures and staff coverage;
  - f. A statement that discloses any past, ongoing or potential conflicts of interest that the firm may have or may develop as a result of performing the Services specified in this RFP.
3. **Execution Plan** – The plan represents the Proposer’s offer of Services to the City. The proposed execution plan must include a detailed work plan describing how the Proposer will meet the project objective in the most cost-effective and timely manner. This section is to provide a detailed explanation of the Proposer’s approach in performing the Services described in the RFP – **SEE EXHIBIT A – SCOPE OF SERVICES.**
4. **Personnel Assigned** – Include all of the following: (Answer items a through d)
- a. A project manager authorized to act on behalf of the firm must be designated and shall be the principal contact for the City.
  - b. Identify any individuals expected to have backup responsibilities.
  - c. Provide a brief resume/background of the specific individuals assigned to this project; resumes should not exceed one paragraph per person.
  - d. The proposal shall state that no changes in key personnel are to be made without written consent of the City.

If, and when the City interviews prospective firms, such persons shall be in attendance and materially contribute to the discussion.

5. **References** – This section shall consist of a list of three references for work of a similar nature as that required by the City, performed within the last three years. Proposers are directed to use the attached References form to list references.
6. **Proposed Compensation** – This section shall consist of a detailed outline of Proposer’s proposed compensation for Services outlined in Exhibit A – Scope of Services.

## ATTACHMENT A – SCOPE OF SERVICES

### RFP No. 4296 – STREET RESURFACING 2020 & 2021

#### Street resurfacing 2020 & 2021 Scope of Services

#### I. Project Description

The City of Milpitas (City) is seeking an experienced consulting firm to provide professional design services for the City’s annual street resurfacing projects herein called “Street Resurfacing 2020” and “Street Resurfacing 2021”. The table below summarizes streets to be included in the street resurfacing projects. The Consultant shall assist the City with determining which streets should be scoped for which year based on constructability and available construction budget. The City currently envisions Great Mall Parkway to be scoped for 2020 construction with the remainder of the streets scoped for 2021 construction.

Street	Limit	Limit	Apprx. street length (ft)	Preliminary Treatment Per PMR*
Great Mall Pkwy.	<del>880 On/Off Ramp</del> <del>Bridge deck over I-880</del>	Montague Expwy.	<del>7392</del> <u>5,386</u>	2” AC Overlay
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Buckeye Dr.	Sycamore Dr.	Cottonwood Dr.	1584	2” AC Overlay
Buckeye Ct.	W end of Buckeye Ct.	Buckeye Dr.	300	2” AC Overlay
Cottonwood Dr.	McCarthy Blvd.	Barber Ln.	<del>2112</del> <u>1,694</u>	2” AC Overlay

\*Pavement Management Report recommendations shall be confirmed by the Consultant. Other recommendations are welcomed, but should be presented to the City as early as possible.

The projects will include but not limited to:

- Improvement to existing AC pavement including localized repair (digouts) of failed AC pavement.
  - Consultant will assess proposed streets and provide recommendation of proposed treatments, with consideration to construction impacts
  - Consultant shall note locations with low curb heights. These areas may require mill and overlay.
- Evaluate and identify existing curb ramps that do not comply with ADA requirements.
  - Consultant will perform topographic survey to determine grading and slope in order to comply with ADA requirements.
- Remove and replace existing damaged sidewalk, driveways, and curb and gutter.
- Adjustment of appurtenances affected by work
- Striping, installation of pavement markers, new bike lanes, or any necessary signage
- Replace in-ground detector loops at signalized non-city owned (Caltrans or County of Santa Clara) intersections affected as a result of resurfacing work.
- Install traffic signal video detection where it currently does not exist
- Install buffer bike lanes and green bike lanes

Streets listed above qualify for MTC’s OBAG2 grant in the amount of \$1,609,000 for the construction phase. The federal funding is programmed for construction for the 2019/2020 fiscal year. Request for authorization for construction must be submitted ~~between October 1, 2019 and September 19, 2020~~ by November 1, 2019 in order to maintain good standing. Only the Street Resurfacing 2020 project is considered eligible for federal funding. The City will coordinate these efforts and will direct the Consultant to provide the necessary information.



Construction budget for the Street Resurfacing 2020 project is currently estimated to be \$2.7 million and construction budget for the Street Resurfacing 2021 project is currently estimated to be \$4.9 million.

Existing Signal Locations (all video detection unless otherwise noted):

- Hillview Dr. and Jacklin Rd.
- Great Mall Pkwy. and Thompson St. (loops, Caltrans)
- Great Mall Pkwy. and Abel St.
- Great Mall Pkwy. and Main St.
- Great Mall Pkwy. and McCandless Dr.
- Great Mall Pkwy. and Mustang Dr./Centre Pointe Dr.
- Great Mall Pkwy. and Montague Expwy. (County of Santa Clara)
- Dempsey Rd. and Yosemite Dr.
- Dempsey Rd. and Landess Ave. (loops, Caltrans)
- Sycamore Dr. and McCarthy Blvd.
- Cottonwood Dr. and McCarthy Blvd.

Montague Expressway is under the jurisdiction of the County of Santa Clara. Any work required on Montague Expressway will require the review and approval of the County of Santa Clara. Consultant shall prepare plans for permit application, submittal, and review.

Consultant is responsible for applying for a Caltrans encroachment permit for work within Caltrans ROW. Consultant shall prepare all the necessary documents for the application.

The Consultant shall design and provide two separate PS&E packages for the Street Resurfacing 2020 and Street Resurfacing 2021. Design work for both of these projects is expected to occur concurrently with the Street Resurfacing 2020 following a more stringent schedule in order to qualify for federal funds.

## **II. Description of Required Services**

Professional design services for the street resurfacing projects shall include design development and coordination with the City staff to ensure that all of the City's goals and needs are met. The consultant shall prepare the final plans, specifications, and estimates (PS&E) and support the City during the bid, award, and construction phases.

Applicant is encouraged to revise and add to the Scope of Services to identify any supplemental tasks deemed necessary, and to recommend any approach that may enhance the project performance and/or reduce costs.

## **PROJECT ADMINISTRATION AND COORDINATION**

- A. Upon receipt of a written Notice to Proceed from the City of Milpitas, CONSULTANT shall conduct a kick-off meeting with the City to review the scope of the project, project schedule, and confirm deliverables. Consultant shall be responsible to provide an agenda and a revised schedule (if needed) for the meeting.
- B. CONSULTANT shall prepare project schedule that include tasks, subtasks, design development milestones, critical path designation, and allotment for progress meetings.
- C. CONSULTANT shall perform QA/QC on all documents submitted for City review. CONSULTANT shall prepare plans, specifications, estimates, calculations, and other documents with the highest level of quality. CONSULTANT shall implement and maintain the following minimum quality control procedures

- A. The CONSULTANT shall prepare bid documents, including specifications, drawings, and construction cost estimates within the CITY's budget and design in compliance with Public Contracts Code and federal fund requirements for a Public Works Project.
- B. The CONSULTANT shall provide PDF file of specifications, design drawings, construction cost estimate, and schedule updates for 30%, 60% and 90% PS&E submittals.
- C. For each phase of design, the consultant shall respond to and incorporate the CITY's comments with a written response to each comments provided. CONSULTANT shall schedule a minimum of three weeks for City review of each submittal.
- D. The CONSULTANT shall incorporate all the comments provided by the CITY into their final PS&E. The CONSULTANT shall provide digital copies of final PS&E in both PDF file and native document format (AutoCAD, Excel, Word, Power Point, etc...) and shall provide two (2) full size set and specifications, wet stamped and signed for bidding purposes.

Sheets that shall be included, but not limited to, in the Construction Drawings:

- i. Cover Sheet including General Notes, Legend and Abbreviation, Site Map, Sheet Index etc.
  - ii. Construction Plan and Details
  - iii. Pavement construction plan
  - iv. Striping Plan and details
  - v. Blueprint for a clean bay (City to provide)
- E. The CONSULTANT shall prepare Construction Drawings using the CITY's Standard Title Block to be located at the bottom right of each Plan sheet. (City to provide title block in AutoCAD)
  - F. These plans shall be at reasonable scales, but not smaller than 1"=20' for site, and Civil, and 1/4" = 1' for structural plans.
  - G. The CONSULTANT shall design the Project in compliance with latest City, State, and Federal Storm Water Pollution Prevention, Storm water Treatment Requirements "C.3" and Erosion Control guidelines as applicable. The CONSULTANT shall provide guidelines and technical specification section.
  - H. Project Specifications shall be prepared using the CITY's standard front-end document. (The CITY also has several Technical Specification Sections which are standardized that may be used on the project.) If CONSULTANT uses the CITY provided technical sections the CONSULTANT shall assume design responsibility for specifications. All other technical specification sections shall be prepared by the CONSULTANT. The specifications shall be created in conformance with the current industry standard, CSI format. The technical specifications shall be coordinated with the plans and all the design disciplines. The technical specifications shall also accurately reflect the design plans for all the design disciplines. The construction documents shall conform to the applicable: California Building Code, Title 24, ADA, and all other applicable local, State and Federal codes, regulations, permit requirements, and conditions necessary for issuance of a the necessary Permits. The specifications shall include measurement and payment wording. The CONSULTANT shall coordinate the inclusion of the technical specifications into the front-end specifications as one packet.
  - I. The CONSULTANT shall provide estimated construction costs in the form of the contractor bid proposal format. Unit cost items shall be used whenever possible. Estimate shall be provided in both Excel and PDF format.

J. The construction schedule shall be specified in calendar days as approved by the CITY.

J.K. Consultant shall calculate and provide the Disadvantaged Business Enterprise (DBE) percentage requirement for the project (receiving federal funds).

## BID SUPPORT

- A. CITY will be responsible for advertisement of the project. CONSULTANT shall assist CITY during bid solicitation process which may include responding to questions from potential bidders, attending pre-bid conference and job walk. CONSULTANT shall provide bid phase services, as requested by the CITY through award of the construction contract including the following; response to bidders' inquiries, preparation of addenda, attend and assist at pre-bid meeting, evaluation of bids.
- B. Upon completion of bidding, consultant shall prepare a "Conformed" package of plans and specifications revised to incorporate all addenda ready to issue for contract award and construction. CONSULTANT shall submit two (2) signed conformed sets of contract documents hard copies and one electronic copy on CD in Auto CAD, MS Word and PDF formats.

## ADDITIONAL SERVICES

- A. CONSULTANT shall provide a 15% Additional Service Budget. The City will provide written direction and authorization prior to beginning any additional services.

## REIMBURSABLES

- A. Provide a reimbursable budget for printing, reproduction, and delivery services.

## III. Milestone Schedule

Some scheduled dates provided are preliminary and are guidelines for the consultant to provide a proposal. Consultant shall provide a preliminary schedule with their proposal that shall meet the City's milestones.

Request for Proposals Issued	April 23, 2019
Questions regarding RFP due	May 2, 2019 @ 4:00 PM
Addenda Issued	May 6, 2019
Proposals due	May 17, 2019 @ 2:00 PM
Evaluation of Proposals	
Design Contract Award (City Council)	June 18, 2019
Design Kick Off	July 8, 2019
PS&E Completed for Bidding	<del>December 6, 2019</del> <u>October 11, 2019</u>
Request for Authorization Construction	<del>December 20, 2019</del> <u>October 21, 2019</u>
Receive E-76	January 20, 2020
Construction Advertisement	January 31, 2020
Bid Opening	February 28, 2020
Construction Contract Award (City Council)	April 7, 2020
Construction Kick Off	April 28, 2020