



January 25, 2013

The City of Beverly Hills requests proposals for consulting services from qualified civil engineering firms, licensed in the State of California, to prepare conceptual design and detailed plans and contract specifications for the reconstruction of North Santa Monica Boulevard within the City of Beverly Hills city limits.

The selected civil engineering consultant shall be responsible for managing a project team through the following phases of the project: 1) public outreach/conceptual design and 2) prepare detailed plans, specifications and construction cost estimate for inclusion in contract bid documents, provide supporting services through the bidding and construction phases. The City's Deputy Director of Transportation will manage Phase 1 of the project and the City Engineer will manage Phase 2. The selected team will work closely with City staff, City Commissions and Committees, elected officials, and the Beverly Hills community. The team must have proven expertise at working effectively with such entities on similar Boulevard revitalization projects.

In addition to civil engineering, the project team is expected to have expertise in traffic/transportation engineering/planning, urban design/landscape architecture, electrical and geotechnical engineering, project cost analysis, and public relations/community outreach.

A briefing session for all prospective consultant proposers will be held on Thursday, February 21, 2013 at 1 p.m. in Conference Room #217 of the City of Beverly Hills Public Works Building, 345 Foothill Road, Beverly Hills, CA 90210 (Parking is available in the City-owned parking garage at 9933 West 3rd Street). Questions may be submitted to Aaron Kunz, Deputy Director of Transportation, in writing on or before 5 p.m. on Thursday, March 7, 2013.

SECTION I: INTRODUCTION

North Santa Monica Boulevard (NSMB) is a principal arterial carrying traffic (up to 51,000 ADT) from the Cahuenga Pass and Hollywood through West Hollywood to major employment centers in Beverly Hills, Century City in West Los Angeles and points west to the I-405 Freeway. NSMB collects additional east-west traffic in Beverly Hills where it intersects with Wilshire Boulevard and is joined by a minor north/south arterial, Beverly Drive/Coldwater Cañon and Benedict Cañon, which in turn carries commuter traffic (up to 23,200 ADT) from the northern residential San Fernando Valley areas.

In July 2011, Rick Engineering Company completed a Right of Way, Topographic and Utilities Survey along NSMB between Moreno and Doheny Drives (west to east City limits) in preparation for this street reconstruction project.

The centerline length of NSMB within the City limits is approximately 1.8 miles with a right-of-way width of 85 feet. NSMB can be described in distinct sections from east to west as described below:

- North side between the eastern City limits at Doheny Drive and Wilshire Boulevard: In this section, the right-of-way line lies approximately twenty (20) feet beyond the existing north curb face which has been predominantly assimilated as part of the Beverly Gardens Park, a historically significant park between Doheny Drive and Wilshire Boulevard. Three (3) churches are located north of the roadway between Rodeo and Roxbury Drives and the Wilshire Fountain is at the corner of NSMB and Wilshire Boulevard
- South side between the eastern City limits at Doheny Drive and Wilshire Boulevard: In this section, the south side of the Boulevard consists of privately held Parcels 12 and 13 (former Railroad-owned). The roadway median island at Doheny Drive is part of the private owned Parcel 13. Parcels 12 and 13 are fenced off pending state approval of a soil clean-up plan. West of Parcels 12 and 13 is the City Hall complex, the future Annenberg Center of Performing Arts, municipal parking facilities, and private property. In this section, the right-of-way extends at or only a few feet beyond the existing curb face
- Both sides between Wilshire Boulevard and western City limits: Two development projects have been approved for the north side of the Boulevard in this section, the “Beverly Hilton” and the “9900 Wilshire Boulevard” (former Robinsons - May site). Construction has not yet commenced on either project. On the south side of the Boulevard, the “Gateway Project” is currently under review by the Planning Commission to be developed for the entire property in this area between NSMB and South Santa Monica Boulevard (SSMB)

The right-of-way and parks are included in Rick Engineering’s Topographic and Utilities Survey (***See Appendix A for sample sheets from Topo and Utilities Survey and Right-Of-Way Exhibit***)

The City of Beverly Hills requests proposals for consulting services from qualified civil engineering firms, licensed in the State of California, to prepare conceptual design and detailed plans and contract specifications for the reconstruction of North Santa Monica Boulevard within the City of Beverly Hills city limits. Phase 1 of the project includes facilitating public processes to lead to City Council approval of conceptual design, including but not limited to bicycle facilities, signage, transit amenities, median treatments, new street lighting, construction mitigation measures and initial cost estimates. Staff anticipates that consideration of bicycle lanes along the Boulevard will generate the most interest in the community during the public outreach phase. Phase 2 includes preparing detailed plans, specifications and construction cost estimates for inclusion in contract bid documents (proposed scope of work includes pavement, storm drain and street lighting systems replacement, potential utility relocation, new hardscape and landscape infrastructure, bicycle and pedestrian facilities). As part of Phase 1, the team will also include details for construction mitigation measures necessary to reconstruct the heavily travelled Boulevard. Authorization to proceed with Phase 2 will occur upon City Council approval of conceptual design, cost estimates and provision of all deliverables outlined in Phase 1. The City's goal is to start construction no later than Spring 2015.

Reconstruction of the section of the roadway between Wilshire Boulevard and the west City limit will need to be coordinated with pending development projects on both sides of the Boulevard. Additionally, construction is currently underway on the Annenberg Center on the south side of North Santa Monica Boulevard between Canon and Crescent Drives, which will include construction of new sidewalks within their project scope of works. Construction of the Annenberg Center is planned for completion in June 2013.

The NSMB Signal Synchronization project has recently been completed encompassing the upgrading of nine (9) signalized intersections. No changes to the new traffic signal infrastructure are anticipated under this proposed Boulevard Beautification Project. Additionally, the City is replacing sewers and waterlines prior to the reconstruction project.

In addition to the development projects, there are two (2) potential urban design/landscape projects along or adjacent to the Boulevard. The City's Community Services Department is currently managing an agreement to design the City's gateways, including the City's eastern Gateway at NSMB and Doheny Drive, which incorporates the privately-owned Parcel 13 "pork chop" at the easterly City limits. The other project is a private fundraising effort by a resident, Steven Gordon, to restore and enhance the Beverly Gardens Park and right-of-way on the north side of NSMB between Doheny Drive and Wilshire Boulevard. This effort may also extend to privately-owned Parcels 12 and 13. A portion of the Beverly Gardens Restoration Project is planned to be completed in 2013. The remainder of the restoration will be phased to follow the completion of this NSMB reconstruction project.



The landscape and urban design efforts of Phase 1/Conceptual Design will be limited to determining if landscaped medians will be included in the roadway, transit stop amenities, signage, bicycle lanes and street lighting. With the exception of street lights recently installed at signalized intersections, it is anticipated that all street lights will be replaced and the existing historic streetlight poles along the Boulevard will be duplicated at an appropriate height and distance from the curb face. It is anticipated that the majority of landscaping within the right-of-way will be an extension of Beverly Gardens Park (primarily turf), the sidewalk area in front of the three Churches between Rodeo and Bedford Drives, and the southern parkway.

The selected consultant must meet the project timeline and budget, prepare and complete final construction documents, provide agency coordination, obtain permits and provide construction administration services. In addition, the project must be designed and constructed using materials that can be easily maintained in a high-traffic environment that are highly durable and that resist graffiti, weather and vandalism. The team will be required to implement design and construction techniques for the project which increase life-cycle economic return, durability and recyclability of construction materials and systems in addition to minimizing waste, pollution and urban runoff.

SECTION II: BACKGROUND

Santa Monica Boulevard North is part of the original 'Route 66', and up until the "Los Angeles' freeway" era, was a route of national significance, representing the primary gateway for travelers coming from the east to Santa Monica and the Pacific Ocean. Designated as State Route 2, Santa Monica Boulevard North was designated as part of the regional freeway network and plans were in place for it to become the "Beverly Hills Freeway." However, by the 1970's, plans for the "Beverly Hills Freeway" were dropped, primarily due to strong community opposition.

During the 1990's and early 2000's, the State of California began relinquishing Santa Monica Boulevard to local jurisdictions due to the high cost of maintaining the roadway. Upon relinquishment, the City of West Hollywood (east of Beverly Hills) constructed a major streetscape project which included narrowing the existing median and widening sidewalks. In 2005, the City of Los Angeles (west of Beverly Hills) constructed the "Santa Monica Transit Parkway Project" which consolidated both "North and South Santa Monica Boulevards" into one (1) thoroughfare. In both the Cities of West Hollywood and Los Angeles, Santa Monica Boulevard is lined with commercial and retail establishments. It should be noted that no commercial businesses directly front Santa Monica Boulevard North within Beverly Hills City limits.

In 2005, the State of California relinquished Santa Monica Boulevard North to the City of Beverly Hills. The road has since significantly deteriorated and City staff are anticipating that the roadway pavement will need to be completely reconstructed. Upon relinquishment in 2005, the City of Beverly Hills studied the possibility of widening the existing Boulevard by five (5) feet to add a third westbound lane. The community strongly opposed any widening to provide an additional vehicle lane. Minimal

opportunities exist to widen the roadway beyond the existing southern curb face as the City's right of-way is only two (2) feet behind the existing curb face.

The project scope of work includes needed improvements within the entire right-of-way, including curb return modifications, storm drain and streetlight redesign/reconstruction, sidewalk, curb and gutter replacement (as needed) on both SMBN and the area of Beverly Gardens Park between Crescent and Rodeo Drives, landscaping, and possible extensions of the existing sidewalks.

Current City Council direction supports that the conceptual design process includes the "Livable Streets" concepts, including consideration of Class 1 bicycle lanes in each direction. While understanding that placing Class 1 bicycle lanes in each direction will likely require some widening of the Boulevard beyond the existing northern curb face, concepts presented should show that all options were explored to minimize widening beyond the northern curb face. Concepts should also include option(s) with no widening.

SECTION III: PHASE 1 SCOPE OF SERVICES

During the conceptual design/public outreach phase, the project team will prepare the following items and conduct public outreach in order to present recommendations to the Beverly Hills community, Commissions and City Council. The project team shall be prepared to provide a report to the City Council in the Summer of 2013 with a proposed public outreach program, options for construction phasing and mitigation, preliminary cost estimates, and estimated project schedule. The project team shall plan to present their final recommendations to Council by early 2014.

I. Conceptual Design

The conceptual designs will include the following:

- a. Consideration of bicycle routes – Both the City of Los Angeles' "Transit Parkway Project" between the western City limits and I-405 and the City of West Hollywood's "Streetscape Project" (from Doheny Drive to La Cienega Boulevard) have existing Class 1 bicycle lanes. The project team shall undertake the community outreach process to facilitate the City Council's determination of how bicycles shall be accommodated within the project limits. Within the existing curb faces, staff's preliminary evaluation is that a Class 1 bicycle lane can be accommodated in only one direction. One preliminary concept is to place an eastbound only Class 1 bicycle lane. The project team shall be prepared to present alternatives for bicycle lanes/routes/sharrows that include using the limited right-of-way on the south side of the Boulevard. Graphics should show in detail the constraints of the existing curb faces and also show the amount of additional roadway that would be required to

have a bicycle lane in each direction. Concepts should include striping to facilitate bicycle movement through intersections

- b. Transit Stops – Santa Monica Boulevard North has four (4) major transit stops (two (2) in each direction) along both sides of Santa Monica Boulevard North (at Wilshire and Canon/Crescent Drives) serving Metro Rapid and Regional bus lines. An existing bus cut-out exists on the north side of the Boulevard between Crescent and Canon Drives. The existing sidewalk adjacent to City Hall on the south side of NSMB (between Crescent and Rexford Drives) has recently been constructed to accommodate Metro and Regional buses at that location. The project team should prepare options for transit amenities at all four (4) Metro Rapid locations. Options should include bus benches, trash receptacles and bus shelters, ensuring that options for bus shelter designs meet current Los Angeles Metropolitan Transportation Authority (Metro) guidelines for federal “Very Small Start” funding. Additional existing fourteen (14) local bus stops (which currently have a bus stop sign only) should also be evaluated for recommended improvements and included in the scope of work
- c. Urban Design/Landscaping – It should be noted that separate projects are currently under consideration by City staff for a) gateway treatment at the eastern City limits (including the privately owned median) and b) landscaping options for Beverly Gardens Park. Please see **Appendix B** for recently completed gateway treatment at the western (Whittier) City limits

The core Boulevard Revitalization Project shall include:

1. New street lighting
2. Upgraded storm drains
3. New signage – street, regulatory signage throughout the entire length of the Boulevard. Way-finding signage design shall be coordinated with the City’s current Civic Center Way-finding Project and City-wide Way-finding Project. Metro bus priority loops and traffic signal detection loops shall be reconstructed, and new conduits connected to signal controller cabinets. Some of the newly installed traffic signal poles may require relocation depending on new curb radius and extent of bicycle lanes. The intersection of NSMB and Wilshire Boulevard would need new poles facing southbound and northbound approaches on NSMB
4. New traffic striping design/plans based on a minimum of 10 foot wide turning and travel lanes, and 11-12 foot wide curb lanes (to accommodate articulated rapid buses and daily truck traffic). With a daily volume of over 1,000 trucks/ buses, the Boulevard’s current traffic index is calculated to be “10.5”. (Reference: California HDM, 5th edition)
5. New landscaping which must coordinate with other existing project landscape within the right-of-way
 - a) Additional options developed during scoping process may include:
 - 1) Landscaped medians
 - 2) Sidewalks

- d. A construction mitigation plan must be developed with options that will balance the need to maintain smooth traffic/transit flow and planned construction timeframes together with minimal noise and traffic impacts to adjacent residential neighborhoods. The construction mitigation plan shall include measures addressing traffic intrusion in residential areas, hours of construction operation, phasing, and extent of lane closures. A range of options should be presented, including but not limited to, no night-time construction and minimal lane closures. Special consideration must be given to reducing impacts during the November/December Holiday season and the annual "Affaire in the Gardens Art Shows" held in Beverly Gardens Park during the third full weekend of October and May of each year
- e. Project cost estimates of recommended alternatives developed during Phase 1 of the project must include evaluation/recommendations of potential infrastructure improvements outlined in Phase 2 scope of works

II. Community Public Outreach:

The consultant team in consultation with City staff shall prepare a proposal for public outreach to be presented to the City Council in the Summer of 2013. The following public outreach is anticipated for Phase 1 of the project:

- a. Two (2) public scoping meetings: Project team shall conduct City "open houses" with graphical presentations of the existing Boulevard and clear presentation of parameters of the project
- b. Approximately four (4) walking tours of the area to educate interested parties and receive input
- c. Commission/Committee Meetings: Approximately four (4) weeks after the two (2) public scoping meetings, the project team shall provide presentations of conceptual design options and associated cost estimates and facilitate City Commission/Committee recommendations for conceptual design options. It is anticipated that approximately five (5) meetings will be required over a two (2) month period
- d. City Council approval of conceptual design and cost estimates. It is anticipated that approximately four (4) City Council meetings will be needed to approve conceptual design

At a minimum, the conclusion of Phase 1 shall include City Council approval of all core infrastructure decisions about the project, including the extent of bicycle lanes, landscaped medians, sidewalk replacement/additions, new streetlight design and location of bus stops. To meet project time goals, certain aesthetic decisions (e.g.,

type of landscaping and street furniture selection) may need to be deferred to coincide with Phase 2.

Reports/Graphics:

For each public outreach meeting (scoping, walking tours, Commission/Committee meeting and City Council meetings, the consultant shall prepare appropriate reports, hand-outs, graphical presentations, and PowerPoint presentations. A detailed final report shall be prepared at the end of Phase 1 for City Council review.

III. Further Information and Contacts Phase 1

Questions regarding Phase 1 of the project may be directed to the Deputy Director of Transportation, Aaron Kunz, at 310-285-2563 or at akunz@beverlyhills.org.

SECTION IV: PHASE 2 SCOPE OF SERVICES

Project Design

I. City Provided Services:

The civil engineering consultant selected will be provided with the AutoCad base map prepared by Rick Engineering (scale of 1" = 40') which depicts existing conditions as of July 2011 and:

- a. Is based on aerial topography with 1-foot contours and 1" = 40' scale covering the entire length of Santa Monica Boulevard North within the City limits, plus an overlap of the nearest intersection at both City limits. It also covers the entire right-of-way width including a minimum overlap of one hundred (100) feet beyond both the north and south right-of-way lines. We will also provide ortho photos of the entire length and width as flown for the aerial topography
- b. Maps the existing physical conditions and infrastructure of the project area in minute detail including existing utilities, sewer, storm drain, catch basins, culverts, manholes, water, cable TV, electric, gas, fiber optic (**See Appendix C for Utility Contact List**), sidewalks, ADA curb ramp intersections, existing curb radiuses, curb, gutter, curb and gutter, grass and/decorative parkway, crossings, street trees or wells, parking, street lights and Pre-July 2011 signals and traffic signal cabinet locations, all pull boxes and vaults, public signage, travel/turn lanes and widths, driveways, bus stops, storefronts and doorways, newspaper racks, benches, litter receptacles, bicycle racks, bollards and existing land uses
- c. Includes that section of Beverly Gardens Park (between Crescent Drive and east City limit) and approximately 100LF of the eleven north/south alleys that dead end and drain under the north edge of the park

- d. All information in the Right of Way, Topographic and Utilities Survey and other City provided maps and documents shall be verified for accuracy by the Project Team

II. Overview of the Final Design Requirements:

This Request for Proposal is for professional design services for the development of final contract documents (Construction Plans, Construction Specifications and Construction Estimates) for the reconstruction of Santa Monica Boulevard North.

The civil engineering consulting firm shall provide the following services:

1. Prepare and submit a detailed work plan and schedule for the design phase of the project prior to commencement of the work
2. Review and incorporate (in the final construction documents) as needed all available record/currently under design/construction drawings (prepared after July 2011 Topography and Utility Plan preparation date) from City staff including but not limited to:
 - As-Builts for Santa Monica Boulevard North Traffic Signal Synchronization Project recently completed
 - As-Builts for the existing signal plan at Wilshire and NSMB.
 - Design Plans for Santa Monica Boulevard North at Doheny Drive Gateway Monument Project
 - As-Builts for Crescent Garage Off-Site Improvements (between Rexford and Canon) completed November 2011
 - As-Builts for Annenberg Cultural Center Off-Site Improvements (between Canon and Crescent) currently under construction July 2011 to June 2013
 - Approved Development Plans for the Beverly Hilton Revitalization Project at Wilshire/Santa Monica Boulevard. Approved Development Plans for the 9900 Wilshire, 235 condominium development that backs onto Santa Monica Boulevard North
 - Concept plans for the “Gateway” project, including use of the privately-owned “Rail Right-of-Way (T-1) property” located to the south of North Santa Monica Boulevard between Wilshire Boulevard and the western City limits. Concept Plans for the Beverly Gardens Restoration Project
 - Concept Plans for “Melrose Triangle Project” in West Hollywood on southside of Santa Monica Boulevard North, east of Doheny Drive which is currently under California Environmental Quality Act (CEQA) process

Detailed Scope Of Services:



- a. Review and utilize documents listed above together with Council approved
 - ❖ Concept Plan, Construction Phasing Schedule and associated traffic control/detour plans plan from Phase 1 and;
 - ❖ City-provided Topography and Utilities Plan prepared by Rick Engineering in July 2011and incorporate into Final Detailed Design Plans
- b. Update and expand existing base topography mapping where necessary to reflect any/all changes to existing infrastructure and/or utilities since City-provided Topo was completed in July 2011
- c. Engage the services of a Licensed Surveyor to obtain additional field surveying as needed, including construction staking, replacing survey monuments and records of survey, as needed
- d. Incorporate findings and other design criteria into the final design documents; including but not limited to proposed temporary construction easements and Construction Phasing
- e. Provide summary documents of all submittals, design meeting minutes etc during both Phases of Project to the City's Community Development Department who will retain an Environmental Consultant to prepare the appropriate environmental assessment for the project to meet California Environmental Quality Act (CEQA) requirements
- f. Perform extensive geotechnical and environmental investigation for pavement design, existing subsurface conditions and for the presence of any hazardous materials and their required mitigation during/before construction
- g. Review City of Beverly Hills Storm Drain Master Plan (developed by Psomas Engineering in 2002 **See Appendix D**) in addition to City of Beverly Hills Storm Drain Map (developed by City's Public Works GIS Specialist in 2012 **See Appendix E**) for recommendations for the upgrade of the following existing drainage facilities (due to capacity issues) under Santa Monica Boulevard North:
 - a) 39" Storm Drain running perpendicular to SMBN at N. Linden Drive
 - b) 27" Storm Drain running parallel to north side of SMBN between N. Cañon and N. Rexford Drives
 - c) 39" Storm Drain running perpendicular to SMBN at N. Elm Drive
 - d) Twin 5' x 4' Storm Drain Boxes running perpendicular to SMBN at N. Arden Drive
 - e) 42" Storm Drain running perpendicular to SMBN at Alta/N. Palm Drive

Engage the services of a specialized Pipeline Video Company to document the condition of the following existing drainage facilities under SMBN:

- a) 30" Storm Drain running parallel to south side of SMBN west of Moreno Drive
- b) 27" Storm Drain running perpendicular to SMBN at Wilshire Blvd.
- c) 36" CMP Storm Drain running perpendicular to SMBN at N. Roxbury Drive
- d) 15"-24" CMP Storm Drain running parallel to north side of SMBN between N. Roxbury and N. Rodeo Drives
- e) 12" CMP and 2 - 30" RCP Storm Drains running perpendicular to SMBN at Alley west of N. Camden Drive
- f) 24"-27" Storm Drain running parallel to north side of SMBN between N. Rodeo and N. Canon Drives
- g) 33"-60" Storm Drain running parallel to centerline of SMBN between N. Rexford and N. Arden Drives
- h) Twin 5' x 4' Storm Drain Boxes running perpendicular to SMBN at N. Arden Drive
- i) 30" Storm Drain running perpendicular to SMBN at N. Sierra Drive

and prepare a roadway drainage report including complete set of profiles and drainage patterns for final set of storm drain replacement plans, entire roadway and a base map with all existing and proposed drains and required storm drain upgrades/replacements. Set a profile and curb and gutter grades for the entire project. Ensure project design controls storm water runoff quality and quantity

- h. Perform necessary hydrology study and hydraulic calculations to determine the amount of runoff reduction required from the eleven (11) north/south alleys that dead end under the north edge of Beverly Gardens Park between Crescent Drive and east City limit. Prepare an innovative design to mitigate and handle flows from all eleven (11) alleys
- i. Perform necessary Americans with Disabilities Act and Guidelines (ADA&G) review, make recommendations for compliance and incorporate in final design and construction documents
- j. Develop and prepare final design plans, specifications and cost estimates based on the approved concept plans from Phase 1 and as detailed below
- k. Prepare individual cost estimates for each of the major design components e.g. pavement reconstruction cost; geotechnical/hazardous material mitigation (if any) curb and gutter replacement cost; storm drain and streetlight replacement/rehabilitation costs; alley drainage interception system cost; landscape and hardscape costs, etc., in order to review project components with City staff to develop a recommended project and revise, as necessary
- l. Provide project management services throughout the course of the project design, including discipline coordination/document checking, coordination with City staff,

data coordination, value engineering analysis, site analysis, geotechnical analysis, materials research/specifications, constructability reviews and sustainability

- m. Provide construction vehicle staging plans including worker vehicle parking
- n. The selected Consultant shall allocate time for monthly progress design meetings with the City of Beverly Hills
- o. Deliverables will include mylars, electronic copies and five (5) hard copies of the final contract documents (Construction Plans, Construction Specifications and Construction Estimates)
- p. The main purpose of Phase 2 is to have final Plans, Specifications and cost estimates prepared for Santa Monica Boulevard North Reconstruction/Enhancement Project that can be utilized by Contractors bidding on this project. As discussed earlier in this Proposal, Phase 1 included the evaluation of the feasibility of implementing various streetscape design alternative ideas which may or may not potentially include:
 - Bicycle lanes
 - Preliminary design by an Electrical Engineer to determine adequacy of existing streetlights and scope of required removal and replacement
 - Replacement of existing signage
 - Reconstruction of entire pavement section, including curb, gutter, sidewalk, curb ramps and all damaged sidewalks, curbs and gutters immediately abutting Beverly Gardens Park between Crescent and Rodeo Drives
 - Some realignment of existing curbs and gutters at intersecting streets related to curb return radius revisions for improved bus turning radius redesign and reconstruction of existing CMP storm drain system on north side of the Boulevard
 - Preliminary geotechnical investigation and design by a Licensed Geotechnical Engineer to determine infiltration capacity of Beverly Gardens Park (between Crescent and east City limit) to explore the feasibility of intercepting and installing an infiltration system (BMP) that holds and disperses run-off from eleven (11) perpendicular alleys into the park
 - Utilization of drought tolerant and Southern California native plants appropriate to the City of Beverly Hills habitat and drip or other low-volume water conserving irrigation systems especially in raised medians (that have Sunday-only maintenance windows)

This phase also involves:



- Pre-design services that may include, but are not limited to extensive geotechnical and environmental investigation for pavement design, existing subsurface conditions and for the presence of any hazardous materials and their required mitigation before/during construction; preparation of geotechnical and hydrology reports related to storm drain system design and electrical services for new streetlight design

Anticipating maintenance requirements and developing preliminary Project construction and maintenance cost estimates, with an emphasis towards minimizing future maintenance/operational costs.

Meetings

Coordination and Project Team Progress Meetings: Attend monthly project team progress and coordination meetings at Public Works building with City's Project Manager and other stakeholders to monitor the project design status, scope, schedule and budget. Prepare and distribute project design status reports. Schedule and attend meetings with the City as necessary, to review and discuss specific issues not covered during design progress meetings.

Reports

Monthly Reports: Prepare monthly summary reports indicating project status, conditions encountered, schedule update and current project costs. Recognize critical issues early on to discuss and resolve them with the City.

Distribution: Distribute reports to all parties involved.

Plans, Specifications and Estimates

1. Develop and prepare final design plans for grading, drainage, and storm drain mainline rehabilitation (including plan and profile), pavement, curb, gutter and sidewalk reconstruction, new street lighting, landscape and irrigation based on the approved concept plans and compatible with a City format using the most recent City and Public Works Construction Standards
2. Develop detailed design roadway cross sections
3. Design bus pads at all bus stops
4. Prepare a sign inventory and replace all faded/damaged signs and upgrade all signs that do not conform to the latest Manual on Uniform Traffic Control Devices (MUTCD) as amended for use in California
5. Prepare new striping and signage plans
6. Prepare an itemized engineer's quantity estimate and construction costs for all items of work
7. Prepare Contract Specifications (City will provide Standard Contractual Requirements (SCR) section only)

8. The Special Provisions section of the Contract Specifications shall reflect the plans that the design team has prepared. These Special provisions shall supplement the 2012 Edition of the Standard Specifications for Public Works Construction, with all revisions.
9. Incorporate construction phasing schedule, construction staging plans and associated traffic control/detour plans (approved under Phase 1) into Final Plans
10. Submit and facilitate the review of the following deliverables:
 - a. Preliminary Plans and Engineer's Estimate (35%)
 - b. 65% Plans, Draft Contract Specifications and Engineer's Estimate
 - c. 90% Plans, Contract Specifications and Engineer's Estimate
 - d. Final Plans, Contract Specifications and Engineer's Estimate
11. Distribute Preliminary, 65% and 90% Plans to all potentially effected agencies and utility owners for review and comment; clearly delineating existing and proposed utilities in current and final locations and clearly identifying all utility conflicts
12. All comments and information provided by the effected agencies and utility owners shall be incorporated into the Plans and Contract Specifications
13. Perform coordination with all impacted utility owners for all necessary utility relocation work (pre or post construction) and prepare a cost estimate of all utility relocation work
14. Request, receive and assimilate comments from City, Police, Fire and other impacted agencies and organizations
15. The consultant shall provide one hard copy of the plans, specifications and engineer's construction cost estimates stamped by a registered Civil/Electrical/Structural Engineer/Architect/Landscape Architect licensed to practice in the State of California. The consultant shall also provide an electronic copy of the plans in an AUTOCAD (AUTOCAD 2009 or earlier) format (See attached **Appendix F** for City's specific standards for electronic deliverables) and an electronic copy of the specifications (in one file) in Microsoft Word format

Permitting, Codes and Standards

1. Prepare all applications, coordination and securing of permits and approvals from all necessary advisory and permitting/regulatory agencies
2. Identify and maintain communication with all agencies having permitting authority over any aspect of the project throughout all phases of the project. Identified permit requirements will be discussed with the City, and implementation established and incorporated during appropriate phases of the project
3. Environmental Document Preparation:
 - a. Consultant shall provide the following:
 - i. Appropriate level of environmental review based upon project impacts;

- ii. Prepare appropriate environmental documents and submit to City (City will circulate for review and issue required notices);
 - iii. Incorporate all comments received and issue final environmental documents and;
 - iv. Obtain permits from the identified agencies as required to meet the project approval and construction schedule, including the preparation of necessary drawings that may be required as part of the environment review process
4. Prepare and process an Erosion and Sediment Control Plan for permit approval
 5. The improvements must comply with all current City codes and standards, including but not limited to the ADA&G; State and Regional Water Boards, NPDES and adherence to the Beverly Hills Sustainable City Plan and Efficient Landscaping Ordinance which are accessible on the City's website at:
<http://www.beverlyhills.org/civica/filebank/blobdload.asp?BlobID=4831>
 6. http://www.beverlyhills.org/services/building/plans/efficient_landscapes.asp
Current NPDES requirements

Bidding Assistance

1. Draft Responses to Requests for Information (RFI) and or Clarification (RFC)
2. Prepare Bid Addenda Documents where necessary
3. Attend Pre-Bid meeting

Construction Assistance

1. Attend Pre-Con Meeting and Preparation of Minutes
2. Provide review and approval of all submittals, Shop Drawings, RFI's and Change Order Requests required by the construction contract and provide supplemental documents for clarification or resolution of conflicts encountered during construction. Ensure that all specified submittals are responsive to the intent
3. Provide Construction Staking and Survey Monument Replacement
4. Provide appropriate on-site surveillance during construction to maintain awareness of the project development and project schedule and to assure conformance with the contract documents and the approved construction mitigation plan
5. Develop punch lists and recommendations to the City for substantial completion date and acceptance of all corrective and completion work by the contractor
6. Prepare "As Built" drawings and submit both in electronic format and hard copy
7. Attend regularly scheduled meetings to discuss the Project with the Contractor

III. Further Information and Contacts Phase 2

Questions regarding this phase of the project may be directed to the Engineering Division Principal Civil Engineer/Project Manager, Anne Zaworski at 310-285-2520 or AZaworski@beverlyhills.org.

Qualifications:

The Qualified Team must exhibit a wide range of capabilities and should have the following background:

- Experience solving design problems associated with construction of streets in urban areas
- Experienced with formation of underground utility districts
- Familiar with underground utility requirements (water, sewer, storm drain, fiber optic, communications, etc.)
- Experience designing streetscapes which combine recreational and residential uses. Familiarity with ADA street and design guidelines
- Experience working on projects similar in scope and in urban environments similar to the City of Beverly Hills
- Experience with working on projects which require regular interface between the residents and public sectors
- Experienced with signage guidelines and specifications

SECTION V: PROJECT SCHEDULE

The proposals shall provide demonstration that the consultant can meet the following project milestones:

- Written question deadline: 5 p.m., Thursday, March 7, 2013
- Proposals due: 2 p.m., Thursday March 28, 2013
- Agreement Award: May 15 or June 4, 2013
- Initial Presentation to City Council: July/August 2013
- Public Outreach (scoping): September 2013
- Public Outreach (conceptual design): Fall 2013
- City Council selection of conceptual design/ authorization to proceed with Phase 2: January 2014
- Phase 2 Completion: November 2014
- Construction Commences: Spring 2015

SECTION VI: SUBMITTAL OF SEALED PROPOSALS

To promote resource conservation, submittal shall not contain plastic bindings, plastic pages or laminated pages. Double-sided proposals are preferred. Please avoid superfluous use of paper (e.g., title sheets, chapter dividers and unnecessary attachments or documents not specifically requested). Please submit ten (10) copies of the proposal. **Cost Proposal shall be submitted separately in a sealed envelope.**

The proposal must include:



- 1) Name of proposed project team and principal contact person, including office location, address, telephone number, fax numbers and e-mail address
- 2) Overview of the firm: Summary of firm and description of expertise to perform the services outlined in the RFP, including:
 - (a) Experience with similar projects, including the five most recent Street Reconstruction/Enhancement projects (include name, position and telephone number of the client most familiar with the project)
 - (b) Project Manager: Firm shall designate a Project Manager that will be the City's Liaison and primary performer of services throughout the project. Describe the Project Manager's roles and responsibilities for this project, explain why this person is qualified (including relevant training and/or expertise). Provide two (2) relevant examples of the individual completing a project of similar size and scope that demonstrates their record of completing project on schedule and within budget
 - (c) Provide as exhibits, listings of your firm's and its principals' experience
- 2) Project Team: Identify members of project team (including sub consultants) and describe responsibilities of each member:
 - a) Explain why each team member is qualified to complete assigned tasks (including relevant training and/or expertise) and describe each team member's role in the overall project
 - b) Describe project teams' experience with designing and managing construction of downtown urban streets and infrastructure. Describe the average project size and scope of the team's past projects. Note: Upon selection of the lead civil engineering firm, the City reserves the right to request changes to the consultant's proposed sub consultants
 - c) Confirm that the project team can accept the terms of the contract and has the required insurance, or can acquire insurance, that meets the minimum standards
See Appendix G
- 3) Description of the project team proposed assignments, including the role of each member (including subcontractors), percentage of total work each member is expected to contribute, office location of each member and specific relevant experience. Please enclose resumes of each assigned team member as an exhibit to your proposal
- 4) Provide a schedule showing phases and major benchmarks in the scope of work. Allow two (2) weeks for each submittal review by the City staff in the proposed schedule. Additionally, a progress meeting should be held to correspond immediately after City review of each submittal

- 5) Describe the services and activities as they relate to the proposed scope of service that the project team proposes to provide to the City for this project. Provide a clear and concise detailed scope of work tied to the proposed project schedule. Indicate deliverables to be submitted at each milestone. For Phase 1, describe the type of graphic material to be used and methods to facilitate public outreach
- 6) Please provide at least three (3) professional references. Indicate which references are public agencies for which the project team, or its principals, has provided services for within the past five (5) years
- 7) Provide information related to similar projects, by type and size, with a total of at least six (6) project examples performed within the last five (5) years that best characterize the work quality, quality control and cost control. Include the total design cost of the project and overall construction cost
- 8) Provide description of your internal procedures and/or policies related to work quality and cost control

Sealed proposals will be received by the City of Beverly Hills for consulting services related to the NSMB Reconstruction project. Proposals must be addressed as follows:

**Attention: Aaron Kunz, Deputy Director of Transportation
 Department of Public Works & Transportation
 345 Foothill Road
 Beverly Hills, CA 90210**

Proposals shall be delivered by 2 p.m., Thursday, March 28 in sealed envelopes plainly marked:

North Santa Monica Boulevard Reconstruction Project
 Name of Proposer
 Contact Person
 Telephone Number
 Fax Number
 Email Address

SECTION VII: FEES

Please submit one (1) copy of a cost proposal in a separate, sealed envelope. The cost proposals shall be separated by Phase 1 and 2, provide the hourly rate of all staff involved, estimated number of hours per staff member, and material costs (e.g., cost per graphic presentation). The cost proposal should provide a detailed breakdown



between Phases 1 and 2 and also a detailed breakdown between the Civil Engineering firm and sub-consultants tasks.

SECTION VIII: SELECTION PROCESS

City staff will evaluate the materials provided in response to the Request for Proposals based on the following criteria:

- Specialized experience and technical competence of the firm (including individuals in the firm assigned to the project), considering the types of services required and the complexity of the project
- Record of performance, including results of reference checks
- Proposed plan for completing the work in a timely and professional manner
- Project understanding and approach for accomplishing the City's objectives
- Thoroughness, quality and conciseness of submittal
- Proven ability to successfully complete projects of similar scope and complexity