

PRELIMINARY SCOPE OF WORK
DESIGN ENGINEERING SERVICES FOR
CHEROKEE ROAD IMPROVEMENTS PROJECT
SJCDPW-RFP-11-02

The requested SERVICES will be conducted in two phases. Responses to this RFP should include work effort specified for Phase One only, as described in this Preliminary Scope of Work. Phase Two will be the preparation and submittal of Plans, Specifications, and Engineer's Estimates. The work effort of Phase Two will be performed by the CONSULTANT at the discretion of the County at a later date under a separate contract. Each phase will be initiated by a separate written Notice to Proceed issued by SJCDPW.

The CONSULTANT will perform a range of engineering and technical services for Phase One, including but not limited to:

- Soliciting stakeholder feedback through extensive outreach,
- Analyzing existing traffic operations, future traffic forecasts, and commercial/residential driveway configurations,
- Investigating accident history,
- Identifying roadway improvements needed to enhance traffic safety and operations,
- Hydrology analysis and solutions,
- Determining any right of way needs,
- Preparing and submitting required environmental documents,
- Identifying and analyzing two to three alternatives for the PROJECT, in addition to a no build alternative,
- Developing preliminary construction plans (30% design) and cost estimate, and
- Selecting a preferred alternative.

The CONSULTANT will be required to provide all necessary labor, equipment, tools, and facilities to complete the work described in this Preliminary Scope of Work.

A proposal submitted in response to this RFP will include a work plan that demonstrates the CONSULTANT's understanding of this Preliminary Work Scope and that refines and/or expands it to reflect the CONSULTANT's approach to completing the work. The CONSULTANT's work plan will also demonstrate the capability to complete the required work within the projected eighteen (18) month schedule, beginning with the Notice to Proceed.

The CONSULTANT will provide a detailed schedule for Phase One, showing the task sequence, time required for each task and subtask, total time estimated to perform the work, and indicating target dates, deliverables, milestones, and review periods on the schedule.

Services to be provided by the CONSULTANT will include, but are not limited to the following:

TASK 1.0 INFORMATIONAL OUTREACH AND MEETINGS

The CONSULTANT shall include in the proposal provisions for conducting public meetings for the transfer and dissemination of information to the public and for the periodic tracking of project progress. The objectives are to promote participation in the process, build community consensus, and improve communication and understanding among decision-makers, community residents, local businesses, and other stakeholders.

The CONSULTANT must ensure that key community constituents are consulted at critical decision points. Technical information must be shared and prepared in a form which is understandable by all parties. The CONSULTANT must ensure that the community participation is tailored to the local area and meets any special needs or concerns. Community residents, local businesses, stakeholders, professional experts and public officials must be actively engaged in a shared process of information gathering, problem identification, and priority setting. The CONSULTANT must keep a careful record of community concerns and issues.

TASK 1.1 PUBLIC INVOLVEMENT PROGRAM

The CONSULTANT shall conduct a minimum of one (1) public meeting for the presentation of concepts and design features.

The CONSULTANT shall conduct a meeting in a nearby facility to present the project to neighboring residents and local businesses and to promote the exchange of information and ideas about the project design and related issues. The meetings will be designed to provide information and to obtain feedback on the project features, design alternatives, and projected impacts to adjacent properties and businesses. The CONSULTANT shall schedule the meetings, make arrangements for facilities, issue meeting notices, and prepare agendas and minutes. Public comments shall be recorded, provided with an appropriate response, and considered in the project design when possible. The CONSULTANT shall be responsible for compiling all comments and recommendations for administrative and public review.

TASK 1.2 PROJECT REVIEW MEETINGS

The CONSULTANT shall schedule meetings with the COUNTY for the periodic review of project status and design concepts. Project review meetings shall be held regularly and incorporate the following four mileposts: (1) a kick-off meeting; (2) compilation of the traffic analysis and the hydrology analysis; (3) a preliminary design alternatives evaluation; and (4) at the completion of 30% design and admin draft report submittal. The kick-off meeting shall be scheduled for the introduction of staff, establishment of communication channels, clarification of procedures and formats to be used and discussion of design program schedule. The CONSULTANT shall prepare all meeting notices, agenda and minutes.

TASK 1.3 ADMINISTRATIVE PRESENTATION MEETINGS

The CONSULTANT will also attend two (2) meetings with public officials, one with the County Board of Supervisors and one with the County Planning Commission.

TASK 2.0 DATA COLLECTION / ANALYSIS

The CONSULTANT will collect data necessary for the preparation of the Alternatives Analysis Final Report including but not limited to traffic data and studies, hydrology analysis, design reports, aerial photographs, topographic surveys, and other applicable documents.

The CONSULTANT will perform field reconnaissance along Cherokee Road (State Route 99 to Alpine Road) and adjacent streets along the corridor to locate roadway right-of-way, sidewalk, trees, underground utility facilities, power poles, wells, pumps, other encroaching structures, etc.

The CONSULTANT will update existing data or collect new data, including, but not limited to daily A.M. and P.M. peak hour traffic counts and truck percentages, average daily traffic volumes, speed surveys and accident records, and hydrology circulation.

TASK 3.0 TRAFFIC PROJECTIONS

Determine A.M. and P.M. peak hour projections, travel demand projections, and intersection turning movement projections.

The County's General Plan, as well as growth measures and land use developments should be considered in these projections.

TASK 4.0 TRAFFIC / CIRCULATION ANALYSIS

Analyze the existing and projected circulation systems of strategic routes for typical vehicles and large trucks, traffic operations, and alternative routes within any community sphere of influence of the project. This task will require analysis of the traffic circulation in the general area of the project. The analysis should include a study of the critical movements and provide recommendations that will enhance safety and improve traffic operations.

TASK 5.0 HYDROLOGY ANALYSIS

Analyze the existing drainage on Cherokee Road and adjacent streets/roadways along the corridor and determine drainage circulation within the project area. This task will require a thorough analysis of the drainage circulation in the general area of the project. The analysis should include a study of the critical drainage movements and provide recommendations that will enhance and improve drainage operations. The analysis will provide two to three alternatives for drainage operations and traffic recommendations.

TASK 6.0 ENVIRONMENTAL CONSTRAINTS ANALYSIS

The PROJECT must obtain environmental clearance in accordance with the California Environmental Quality Act (CEQA) guidelines. The CONSULTANT shall conduct environmental constraints analyses of the PROJECT area of potential effect sufficient to identify obstacles of significance for each alternative. The CONSULTANT shall identify environmental issues (such as traffic, noise, air quality, aesthetics, water quality etc.) that may entail additional studies by the CONSULTANT. These issues shall be considered in evaluating PROJECT alternatives.

TASK 6.1 ENVIRONMENTAL DOCUMENTATION – INITIAL STUDY

The CONSULTANT shall develop a project description and be responsible for conducting all research and coordinating with all resource agencies to complete an Initial Study in accordance with California Environmental Quality Act (CEQA) guidelines. The Initial Study will determine the level of environmental clearance required for the project. The project description must describe project characteristics and objectives, and show the project location on detailed maps.

The CONSULTANT shall prepare the Initial Study and determine the work effort needed to secure environmental clearance. The CONSULTANT shall deliver the appropriate environmental documentation indicated by the Initial Study, but for the purpose of responding to this RFP only, the CONSULTANT shall include the anticipated work effort to complete a Mitigated Negative Declaration.

TASK 6.2 ADDITIONAL ENVIRONMENTAL DOCUMENTATION – OPTIONAL TASK

The CONSULTANT shall include additional work effort as an optional task in the event that an Environmental Impact Report may be required.

Note: This task will be included in the Consultant proposal as an optional, additive scope of work and a cost proposal component, but will not be used to determine the final “not-to-exceed” amount of the Agreement. These additional services will be performed at the option of SJCDPW after review of the delivered work products and the level of funding. If SJCDPW elects to proceed with this optional work task, SJCDPW and the CONSULTANT shall negotiate the amount of compensation and shall execute a Supplemental Task Order to the Agreement for completion of the additional services.

TASK 7.0 PROJECT EVALUATION / ALTERNATIVES DEVELOPMENT

The CONSULTANT shall work closely with SJCDPW to develop design criteria including but not limited to the selection of appropriate design speeds, traffic index, roadway widths, and hydrology solutions. The design criteria shall also consider roadway recommendations in the San Joaquin County General Plan 2010 or the new San Joaquin County General Plan, currently being updated, if available in a timely manner.

The CONSULTANT will apply the design criteria to identify and develop PROJECT alternatives that are variations to the current roadway alignment.

The CONSULTANT shall also identify engineering, right-of-way, and environmental constraints; local operational issues, the level of public acceptance, impacts to sensitive or critical restraint areas and other considerations that will affect the implementation of PROJECT alternatives.

During development of the alternatives, the CONSULTANT shall prepare a preliminary report and supplemental working papers, setting forth the findings and interim conclusions and containing appropriate illustrations and tabulations, including: general location map; plan drawings showing intersection locations; typical roadway cross sections/ geometric drawings; structural requirements; traffic demands and assignments; and preliminary cost estimates.

TASK 8.0 ALTERNATIVES ANALYSIS / FINAL REPORT

Prepare an Alternatives Analysis and a Final Report including, but not limited to, the following: a discussion of existing and future conditions along the Cherokee Road corridor; an analysis of design alternatives and the recommended design; a description of the public outreach/public involvement conducted; a summary of the environmental constraints analysis; and a copy of the completed environmental documentation. The CONSULTANT will present the Alternatives Analysis, findings, and recommendations to SJCDPW, the San Joaquin County Board of Supervisors, and Planning Commission. Upon approval, the Final Report will be submitted to SJCDPW summarizing analysis, findings, and recommendations. The desired outcome of the report is to carry forward the analysis completed into final design and construction.

TASK 9.0 PRELIMINARY CONSTRUCTION DOCUMENTS

The CONSULTANT will prepare, for review by SJCDPW, a 30% design submittal consisting of preliminary roadway construction plans and engineer’s cost estimate for each alternative. The design submittal includes a roadway profile and detail sheets. These plans shall include drainage, pavement, and any other critical work identified as necessary during the PROJECT evaluation. The CONSULTANT will also prepare an itemized engineer’s quantity estimate for the construction of the roadway improvements.