



**PUBLIC WORKS DEPARTMENT  
CITY OF PACIFIC GROVE**

2100 Sunset Drive, Pacific Grove, CA 93950  
(831)648-5722

**Request for Qualifications (RFQ)**

Intersection Project Study Report  
Environmental Impact Review and  
Concept Design  
for

Congress, Sunset, Cedar Intersection Multi-Modal Safety Improvements

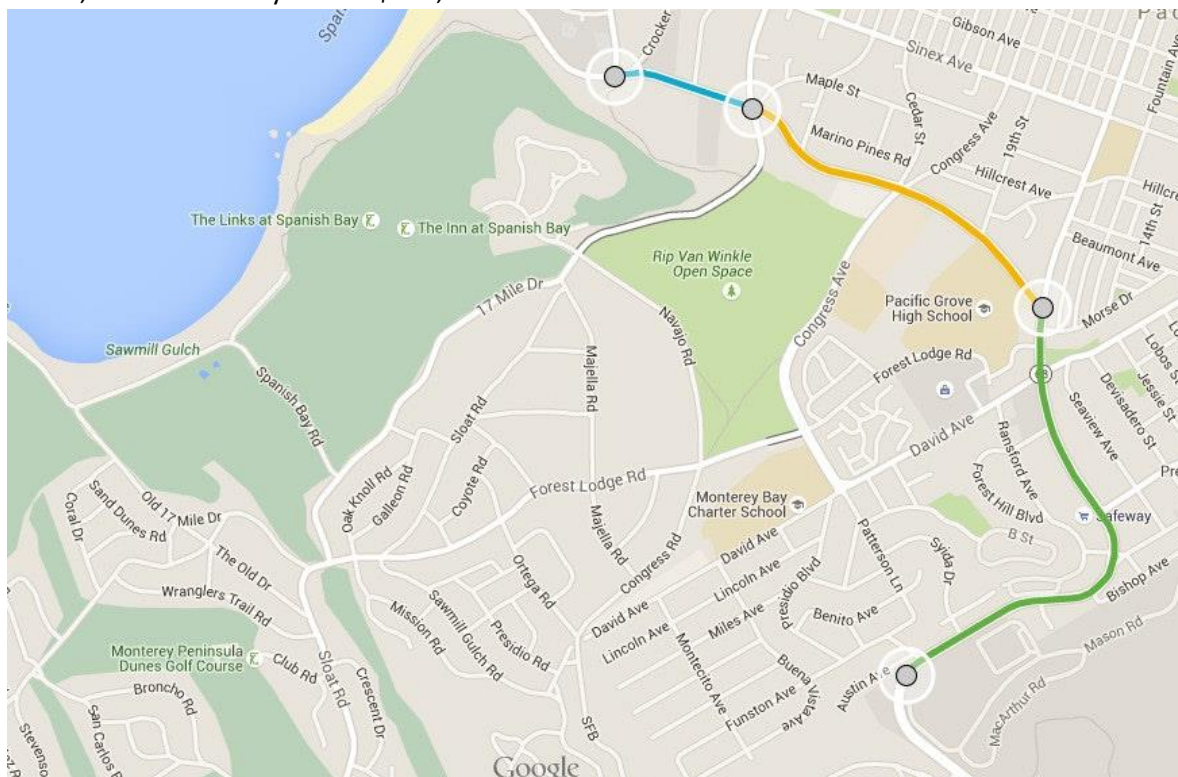
RFP Issue Date	January 23, 2023
RFP Deadline	February 23, 2023 at 2:00 pm
Point of Contact	Daniel Gho Public Works Director/Deputy City Manager 831-648-5722 x 4203 dgho@cityofpg.org

## OBJECTIVE

The City of Pacific Grove (**City**) is soliciting statements of qualifications (SOQs) from qualified engineering consultants or project teams (**Consultant**) specializing in the design of transportation projects, with specific experience in intersection design, roundabout design, signal design, bicycle and pedestrian facilities and successful development of projects involving California Department of Transportation (Caltrans) facilities and facilities requiring Caltrans approvals. SOQs will be used for the selection of a consultant to perform the Project Initiation, Project Study Report, preliminary engineering, environmental studies and determination (PA&ED), right-of-way and utilities, engineering design, permits and monitoring plans, and associated Scope of Work (noted below) through final design (PS&E) and project advertising for bids, for the segment of State Route 68 West (Sunset Drive) in Pacific Grove between Congress Avenue and Forest Avenue, including the intersections of SR 68 West (Sunset Drive) / Congress Avenue / Cedar Street and SR 68 West (Sunset Drive) / Forest Avenue.

## PROJECT BACKGROUND

In 2016, the Transportation Agency for Monterey County (TAMC) in partnership with the City of Pacific Grove (City) and Caltrans conducted a [study of the State Route 68 Corridor](#) segment located in Pacific Grove city bounds. The intent of the study was to identify improvements that will provide safer access for all modes of travel. The study was funded with a Caltrans Partnership Planning for Sustainable Transportation grant of \$120,000, with local matches of \$15,000 each from TAMC and the City of Pacific Grove, for a total study cost of \$150,000.



The study identifies several areas along the State Route corridor that are ripe for safety improvements. However, the focus of this RFQ pertains to implementation of improvements to the five-legged intersection of Sunset Drive, Congress Avenue and Cedar Street and complete streets improvements.

As an element of this study, the State Route 68 Corridor Study project team developed two high-level concept design options for this intersection with the intention of obtaining public input and facilitating discussion.

1. **Alternative 1 - 4-Way Intersection:** The first alternative would redesign the intersection as a simple four-legged intersection, with all-way stop signs on both Sunset Drive and Congress Avenue. It includes a landscaped median with pedestrian “refuges” in the middle of Sunset. The design shown below is unchanged from the draft version presented to the public.
  - a. Almost 80% of people who responded to the survey said that the design would improve conditions, though more than 30% of respondents did not like the idea of closing Cedar Street. (The results of the survey questions about this design are included in Appendices F-10 and F-12.)
  
2. **Alternative 2 Roundabout:** The second alternative would redesign the existing intersection with a single-lane roundabout.

Intersection conceptual designs are presented in the plan as potential options, especially since Caltrans is required to consider roundabouts as an alternative whenever it redesigns an intersection on one of its highways. However, the designs need further study and public outreach, beyond what was possible under the scope of the study.

Two areas would need further attention before the proposals can move beyond the conceptual design stage. It is anticipated that the consultant selected through this RFQ process will provide support on the following two items, in addition to the other elements in the “Scope of Work” section of the RFQ.

- Targeted outreach should be conducted among neighborhood residents to better understand their wishes and concerns related to a potential full or partial closure of Cedar Street.
- Moreover, a detailed traffic study should be prepared that examines the benefits and disadvantages of closing the street, particularly for residents of the street and of nearby streets that could be impacted by diverted traffic.

Through this RFQ process, the City hopes to select a consultant that has the expertise and knowledge to identify and design safety improvements on SR 68 West (Sunset Drive) between Congress Avenue and Forest Avenue, with particular attention to bicycle and pedestrian access to Pacific Grove High School and the intersections of Sunset Drive/Congress Avenue/ Cedar Street, Sunset Drive/19<sup>th</sup> Street, and Sunset Drive/Forest Avenue. At the uncontrolled school crosswalk on Sunset Drive at 19<sup>th</sup> Street, a new RRFB is planned to reduce vehicle-pedestrian conflicts. State Route 68 is managed by Caltrans, which is why previous Caltrans coordination experience and process familiarity is vital. Ultimately, the City hopes to develop a design solution to enhance safety for multi-modal users. The work executed by the selected firm will serve as the basis, and for steps toward designing and enhancing the intersection.

### **SCOPE OF WORK**

The selected consultant shall prepare all necessary environmental studies, engineering design, Caltrans coordination, public outreach, right-of-way, utility relocations, testing, permits, and documents to design the improvements to the state highway system, per the Caltrans processes for the segment of State Route 68 West (Sunset Drive) in Pacific Grove between Congress Avenue and Forest Avenue, including the intersections of SR 68 West (Sunset Drive)/Congress Avenue/Cedar Street, SR 68 West (Sunset Drive)/19<sup>th</sup> Street, and SR 68 West (Sunset Drive)/Forest Avenue. The general scope of work includes, but is not limited to:

- 1) Project management and Caltrans coordination
- 2) Preliminary engineering, concept alternatives, and Project Initiation Document (PID)
- 3) Environmental studies, documentation, mitigation monitoring plan, and project study report (PSR)
- 4) Traffic studies, including Intersection Control Evaluation – level 1 & 2 and Caltrans geometric approval
- 5) Preliminary engineering, design optimization, and 30% Preliminary Design Report (PDR)
- 6) Public outreach, visual simulations, and community involvement
- 7) Environmental certification (PA&ED) and Project Report
- 8) Geotechnical analysis and testing
- 9) Right-of-way and topographic surveys
- 10) Utility coordination and relocations
- 11) Right-of-way and easement identification and acquisition
- 12) Drainage and structures reports (if required)
- 13) Landscape, irrigation, LID features, and landscape agreement
- 14) Regional agency coordination and permit applications, including Coastal Commission and Regional Water Quality Control Board
- 15) Final Design, including 60%, 90%, 100% plans, specifications, and engineer's estimate (PS&E)
- 16) Constructability review
- 17) Bid support
- 18) Engineering support during construction
- 19) Post construction traffic report

The selected Consultant should be prepared to develop a Fee Proposal and Schedule of Services immediately upon selection and begin services promptly upon Notice to Proceed following successful negotiations and council contract approvals.

Prospective consultants are advised that no obligations or commitments are incurred by the City in soliciting these statements. The following tasks are a general description of the Services that may be required for this project. The final scope of work will be developed by the City and selected firm. Services and Projects may include, but not limited to the following:

### **PROPOSED SCHEDULE**

Request for Qualifications (RFQ) Issued – January 23, 2023  
Statements of Qualifications due – February 23, 2023  
Staff Evaluation of RFQ completed – Spring 2023  
Interview Prospective Consultant – Spring 2023  
Selection of Consultant – Spring 2023  
Contract Negotiation, Scope & Budget – Spring 2023  
City Council Approval of Consultant Agreement – Spring 2023

### **PROPOSAL SUBMISSION**

All proposals must be received by Pacific Grove Public Works at 2100 Sunset Drive, Pacific Grove, CA 93950, **no later than 2:00 p.m. on February 23, 2023**. Faxed/Emailed submittals will not be accepted.

To be considered for the project, interested firms will need to submit three (3) hard copies of their qualifications and one electronic submittal on a USB. Submittals shall be brief and concise and limited to no more than 25 pages including cover, resumes, and experience. The request for qualifications shall include the following elements:

1. Cover Letter
2. Team organizational chart, identifying the project manager, project engineer, and all sub consultants, and their roles and responsibilities.
3. Project experience, listing similar projects completed by the project team with references list for each of the highlighted projects.
4. Resumes for key staff
5. Project approach, demonstrating the consultant team's knowledge and expertise

### **EVALUATION AND SELECTION CRITERIA**

Candidate will be evaluated based on professional experience and demonstrated competence in providing the requested services. Consultants will also be evaluated based on a range of factors, including but not limited to, experience with similar roundabout projects, capacity to provide timely and quality responses to work requests, performance record with other agencies, experience in public outreach, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the criteria.

The City will review and evaluate each proposal to determine whether each proposer's qualifications are in accordance with the proposed project scope. The City will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive, and may reject all non-responsive proposals.

The City will have a Selection Committee for the evaluation and ranking of proposals. The City may conduct interviews if the Selection Committee determines after review of the proposals that interviews would further benefit the selection process. The top-ranked firm based upon the proposal (and interviews, if held) will be given the opportunity to execute an Agreement for Services with the City. If an agreement regarding scope and fee is not reached within a reasonable period, the City may pursue

negotiations with the next ranked firm or reissue the RFQ altogether. Selection of the short listed proposers and/or the top ranked proposer will be based upon the following criteria in conjunction with relative importance of the required information:

- A. Qualifications of the firm and Key Personnel assigned and responsible for this project (25%).
- B. Experience and understanding of the scope of work (40%).
- C. Experience with designing and delivering roundabout projects on State Highways (25%).
- D. Current workload and demonstrated ability to meet schedules or deadlines (10%).

Upon the request of and at the discretion of the City, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the Selection Committee.

### **GENERAL RFQ CONDITIONS**

The City reserves the right to reject all proposals, to waive any informality, to request interviews of Consultant(s) prior to award and to select and negotiate the Contract services in the best interest of the City.

The Consultant shall guarantee to perform the services offered for a period of no less than 60 days from the deadline for submission of proposals.

- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Consultant.
- The Consultant shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- The Consultant shall be unbiased and vendor-neutral.
- The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of negotiated scope of services. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the negotiated scope; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California

**INQUIRIES**

Any questions related to this requests must be directed to City of Pacific Grove's Public Works Director Attention: Daniel Gho, Public Works Director at [dgho@cityofpacificgrove.org](mailto:dgho@cityofpacificgrove.org) and must be made in writing (email) and submitted no later than February 13, 2023.