



REQUEST FOR PROPOSAL

Professional Structural Engineering Services for
Safety Inspections of Pedestrian/Golf Cart and Vehicle Bridges
Located at the former Rancho Canada Golf Course, Carmel, CA

for the
Monterey Peninsula Regional Park District

Request for Proposals released:

July 24, 2018

Proposals must be received by:

3:00p.m. August 16, 2018

Attn: Rafael Payan
General Manager
Monterey Peninsula Regional Park District
4860 Carmel Valley Rd
Carmel, CA 93923-7936
payan@mprpd.org

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ATTACHMENT

- Attachment A: Bridge Photos
- Attachment B: District Standard Professional Consultant Services Agreement

I. STATEMENT OF PURPOSE

The Monterey Peninsula Regional Park District is soliciting proposals for Safety Inspection Services and Repair/Rehabilitation Recommendations of five bridges - (four (4) pedestrian/golf cart bridges and one (1) vehicle/pedestrian bridge) - located at the former Rancho Canada Golf Course property in Carmel, California. Consultants wishing to submit a proposal must comply with the requirements contained in this Request for Proposals (RFP).

A pre-proposal meeting to tour the bridge sites is recommended and may be scheduled by emailing Rafael Payan, General Manager at payan@mprpd.org. The bridges are located at the former Rancho Canada Golf Course, 4860 Carmel Valley Road, Carmel, CA. Firms and/or individuals who can demonstrate proven backgrounds in the type of work described in Section III – SCOPE OF SERVICES, of this notice, are encouraged to submit proposals.

All questions regarding this Request for Proposal (RFP) shall be submitted in writing and directed to Rafael Payan, General Manager, by email at: payan@mprpd.org. Questions must be received no later than **August 9, 2018**. Addendum and responses to questions will be made available to all potential proposers on the Monterey Peninsula Regional Park District website bid page at www.mprpd.org/bids-and-proposals.

Each proposer shall submit three (3) sets of the proposal in accordance with Section VIII – SUBMITTAL REQUIREMENTS, of this notice. The proposals shall be submitted in a sealed envelope, delivered by the deadline to the Administrative Office at 4860 Carmel Valley Road, Carmel, CA 93923, no **later than 3:00p.m. Thursday, August 16, 2018**. Submittals made after this deadline shall be returned to the respective submitting firm, unopened. Proof of receipt of the submittal is the District's date stamp. All costs incurred during the proposal preparation or in any way associated with the applicant's preparation, submission, or presentation shall be the sole responsibility of the proposer.

The envelope shall clearly and legibly be labeled to include the following information:

REQUEST FOR PROPOSALS (RFP)
Professional Consulting Services for
Pedestrian/Golf Cart and Vehicle Bridge Inspections
For the Monterey Peninsula Regional Park District

Your firm's name, address, phone number
Contact person's name and title
Due Date/Time: **3:00pm, Thursday, August 16, 2018**

ATTENTION:
Rafael Payan, General Manager
Monterey Peninsula Regional Park District

II. PROJECT INFORMATION

In April 2018, the Monterey Peninsula Regional Park District (District) moved to the recently purchased Rancho Canada Golf Club in Carmel, California. The Rancho Canada unit will serve as the gateway to the 4,350-acre Palo Corona Regional Park. The former golf course straddles about a mile of the Carmel River with golf cart and pedestrian bridges converting to trail crossings. The District's vision is to enhance public connectivity to the open space and provide passive recreation opportunities that engage residents and visitors.

Once access to Palo Corona is open from the Rancho Canada parking lot, the public will be able to follow a route that utilizes a combination of former cart paths, mowed fairways, bridge crossings, and the Southbank Trail leading to Palo Corona Regional Park. The cart paths and trails have not been open to the public since the West Golf Course closed in July 2016 and the East Course closed in December 2017. These are flat bridges spanning the Carmel River and are on environmentally sensitive land. Furthermore, no records of maintenance, plans, or construction documents were received with the transfer of land.

District's intent is to launch a "soft" opening of the Rancho Canada unit to the public in summer 2018 with a dedication ceremony and grand opening on September 28, 2018. The bridge inspections are to ensure the safety and comfort of users and to maintain the structural integrity and prolong the service life of the bridges. Findings from these inspections will inform the District's decisions as it plans, budgets, and prioritizes for future bridge repair and rehabilitation work.

III. SCOPE OF WORK

The District is seeking professional services from licensed professional engineering firms to provide safety inspections and repair/rehabilitation recommendations on five (5) bridges consisting of:

- Four (4) pedestrian/ golf cart bridges
- One (1) vehicular/pedestrian bridge

The inspections may take place in a sequential basis with the two (2) western-most bridges as top priority for inspection and recommendations for possible repair as required for continued public use. The following summary of the scope of services is not inclusive and is intended to be the minimum services required in preparing the consultant's detailed scope of services. This project will be conducted in two phases with Phase 1 is the initial safety inspection of all five bridges. It is the District's expectation that the Scope of Services shall include all work necessary for the completion of each phase and that no future amendments to a contract would be required. Services for each, individual bridge includes:

Phase 1: Safety Inspection

- Perform a (minimum) one day field visit to observe the conditions of the bridge structures noting information that may be used to identify the age and/or manufacturer of the bridges and signs of structural distress such as rusted steel, rotting timber, exposed foundations, scour, concrete failure, etc.

- Coordinate with Monterey Peninsula Regional Parks District staff to determine proposed use of each bridge by pedestrians, equestrians, and maintenance vehicles
- Perform approximate load rating calculations of the main truss, floor beams, stringers, and decking using field measured member dimensions when possible to determine the adequacy for the District's proposed use. Where member dimensions cannot be directly measured, estimated dimensions can be used based upon conservative assumptions.
- Perform ADA assessment of pedestrian bridges
 - Inspect surface materials to determine if in good condition and check for hazards to reduce potential slipping, tripping and/or falls
- Prepare a brief memorandum for each bridge documenting the findings of the field observation, load rating calculations, assumptions and limitations to the load rating calculations and recommendations for further investigations.
 - Report any maintenance, repair, or replacement issues and recommendations to remediate the issues
 - Provide estimate (range) of repair costs
 - Present recommendations for next steps

Phase 2

The following tasks are to be considered in a second phase to be determined at a later date. *A statement noting the preliminary Phase 2 tasks and ability to provide the intended scope is required within the Phase 1 proposal submittal.*

- Perform safety testing as required
 - Conduct load-rating analysis to verify the load that can be imposed on each bridge
 - Seismic integrity of each bridge
 - Safety devices on bridges (e.g., curbing, railings, etc.) are in place and secure
- Provide surveying to include bridge and abutment measurements
 - Check with County for construction sets on file (may not be available)
- Present recommendations for next steps

Deliverables:

Inspection deliverables: three (3) hard copies and one (1) digital copy of all inspection reports including reports, photos, and survey measurements.

After bridge inspections are completed, the District intends to review the findings so they can prioritize repairs as required and funding allows.

IV. CONFLICT OF INTEREST

Proposer agrees that, for the term of this contract, no member, officer or employee of the Monterey Peninsula Regional Park District, or of a public body within Monterey County or member or delegate to the Congress of the United States, during his/her tenure or for one year thereafter, shall have any direct interest in the contracts or any direct or material benefit arising therefrom.

V. EQUAL EMPLOYMENT OPPORTUNITY

Proposer shall not, on the grounds of race, color, sex, gender identification, age, religion, national origin, ancestry, physical handicap, medical condition, or marital status either discriminate or permit discrimination against any employee or applicant for employment in any manner prohibited by Federal, State or local laws. In the event of Proposer non-compliance, the Monterey Peninsula Regional Park District may cancel, terminate or suspend the contract in whole or in part. Proposer may also be declared ineligible for further contracts with the Monterey Peninsula Regional Park District.

Proposer shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, gender identification, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Proposer and its sub-consultants shall post in conspicuous places, available to all employees and applicants for employment, a notice setting forth the following provisions (29 U.S.C. & 623, 42 U.S.C. & 2000, 42 U.S.C. & 6102, 42 U.S.C. & 12112, 42 U.S.C. & 12132, 49 U.S.C. & 5332, 29 CFR Part 1630, 41 CFR parts 60 et seq.).

VI. GOVERNING LAW

This RFP summarizes the applicable laws and governance; when in conflict applicable State/Federal guidelines shall apply. The contract and legal relations between the parties hereto shall be governed and construed in accordance with the laws of the State of California.

VII. QUALIFICATION REQUIREMENTS

Experience & Qualifications:

- Five years of experience in structural design of industrial structures, foundations, and/or bridges in the State of California
- Three years of experience inspecting, testing, and safety reporting of industrial structures, foundations, bridges and related structures

Skills & Licensure:

- Proficient in structural design including seismic
- Drafting, AutoCAD, and element modeling experience
- Registered by the State of California as a Professional Engineer
- Familiar with the National Bridge Inspection Standards (Federal) and the California Department of Transportation Bridge requirements

VIII. SUBMITTAL REQUIREMENTS

The requirements of this section are mandatory. Any proposal submitted without responding to the following will be deemed incomplete and not considered. Interested firms

are requested to submit three (3) copies, and one electronic copy of their Proposal as follows:

1. Please note that the RFP submittal is limited to 15 pages maximum, single-sided (excluding resumes), and should be submitted on 8 ½ x 11 paper, with no smaller than 11-point font.
2. Enclose a cover letter not to exceed one page, describing the registrant's or firm's interest and commitment to perform work necessary to provide both Civil and/or Structural Engineering Services. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.
3. Convey approach and technical expertise describing the knowledge, skill, ability, experience, and equipment to perform the project outlined above.
4. State the qualifications and experience of the firm/individual(s).
5. Provide at least three references (names, phone numbers, email addresses) from recent work (previous seven years) similar to the services outlined in this request for proposal. Please include a brief description of the work and the role your firm performed.
6. Identify key staff and describe their project responsibilities. Identify the lead Engineer and contact information.
7. Identify qualifications, licenses, professional certifications, and experience related to the project.
8. Present cost proposal in a sealed, separate envelope clearly and legibly labeled "cost proposal". Include hourly rates and work hours. Proposed cost to include all labor, equipment and materials.
9. Provide confirmation of your firm's ability to meet the District's Standard Professional Consultant Services Agreement (Attachment A) and insurance requirements. Exceptions to the Agreement and insurance requirements shall be specifically noted in the proposal with the reason for the change request. The exceptions will be taken into consideration in evaluating the proposals. If there are no exceptions, the proposer shall state in the proposal that the Agreement and insurance requirements are acceptable.
10. Overall work program and schedule

IX. EVALUATION OF PROPOSALS

Proposals will be evaluated and ranked by District staff based on the requirements of the RFP. Evaluation criteria is based on the following:

- Responsiveness to the RFP
- Degree of task understanding and approach
- Technical Expertise: demonstrated expertise and resources
- References
- Fee for services will be negotiated with the engineers or firms that have been deemed responsive to the RFP and selected for the project

The District reserves the right to award a contract to the firm that best meets the requirements of the RFP. The District reserves the right to reject any and all proposals prior to the execution of the Agreement, with no penalty to the District.

Once proposals have been evaluated and a selection made, the General Manager will present a recommendation to the District Board of Directors for award of contract services. Once approved by the Board, the contract must be fully executed by both parties and a notice to proceed issued prior to commencing any work.

X. SELECTION PROCESS DATES

A schedule of the major dates associated with this RFP is presented in Table 1, below. The District, at its sole discretion, may modify this schedule, as the District deems appropriate.

Table 1: Selection Schedule

ACTIVITY	DATE
Issue RFP	July 24, 2018
Deadline for written questions	August 9, 2018
Due Date and Time for Proposal	August 16, 2018 at 3:00pm at the District Administrative Office, 4860 Carmel Valley Road, Carmel, CA 93923
District Selection Committee Review	August 20-23, 2018
Award of Contract by District Board	September 2018
Notice to Proceed with Inspections	September 2018