



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Award of Contract to CSG Consultants, Inc. for Design Services for the Fair Oaks Avenue Bikeway - Phase 2 Project and Determination of Proposal Non-responsiveness (F19-236)

#### **REPORT IN BRIEF**

Approval is requested to award a contract in the amount not to exceed \$254,703 (\$187,167 for base services and \$67,536 for optional services) to CSG Consultants, Inc. of San Jose for design services for the Fair Oaks Avenue Bikeway - Phase 2 Project. Approval is also requested for a 10% contingency in the amount of \$25,470. Additionally, Council is requested to make a determination that a proposal received from BKF Engineers is non-responsive.

#### **EXISTING POLICY**

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction and to make a determination regarding bid responsiveness.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **BACKGROUND AND DISCUSSION**

The Fair Oaks Avenue Bikeway - Phase 2 project is a continuation of the Fair Oaks Avenue - Phase 1 project. The Phase 1 project is currently completing construction to install Class III sharrows and perform traffic signal modifications along Fair Oaks Avenue between Old San Francisco Road and Arques Avenue, and between Wolfe Road and Ahwanee Avenue (RTC No. 18-1076). The Fair Oaks Avenue Bikeway Project - Phase 2 scope of work includes replacement of existing bike lane striping where applicable, upgrading existing non-ADA compliant ramps to ADA compliance, concrete improvements (sidewalk, curb and gutter, and valley gutter replacement), asphalt patching for pavement distress in the bike lanes, and drainage inlet modifications throughout the project limits between Ahwanee Avenue and State Route 237. In addition, Phase 1 scope of work that was designed, but excluded from the construction contract due to budgetary constraints, will be included in Phase 2 bid documents for construction. The design work from Phase 1 includes installing sharrows between Arques Avenue and Wolfe Road and modifying traffic signals for bicycle and pedestrian usage at the intersections of Fair Oaks Avenue/Caliente Drive and Fair Oaks Avenue/Ahwanee Avenue.

A Request for Proposal (RFP) was posted on the DemandStar public procurement network on July 30, 2019 and 19 firms requested the RFP documents. One responsive proposal was received on August 27, 2019 from CSG Consultants, Inc.

A proposal received from BKF Engineers is recommended to be deemed non-responsive due to the vendor not submitting a required Caltrans form with the proposal. Caltrans, as the federal funding administrator, requires specific forms to be submitted with the proposal and others within five (5) business days after the proposal due date in accordance with its Local Assistance Procedure Manual (LAPM). In accordance with the LAPM, a proposal may be considered nonresponsive and rejected without evaluation if all required information is not provided. Staff recommends deeming BKF Engineer's proposal non-responsive to remain in alignment with the Caltrans administrative requirements.

Staff from the Department of Public Works evaluated the sole responsive proposal based on qualifications, project approach, and experience with similar projects. The evaluation team agreed that CSG Consultants, Inc. is qualified to provide the necessary design services to the City due to their experience with similar local projects, qualified project team, and strong project work plan and approach.

CSG Consultants, Inc. initially proposed base pricing in the amount of \$248,501 with optional services in the amount of \$19,126. Base pricing was subsequently negotiated to \$187,167 and optional services to \$67,536, for a total contract amount not to exceed \$254,703. The base services were negotiated to delete several meetings and consolidate all traffic signal design to optional services and originally proposed optional studies were deleted. Traffic signal design is now an optional service in the event traffic signal modifications or new traffic signal poles are required for Phase 2.

### **FISCAL IMPACT**

The total cost of the contract is \$254,703, which consists of the base bid in the amount of \$187,167, optional services in the amount of \$67,536, and a 10% contingency in the amount of \$25,470. Funding is available in Project 832930 - Fair Oaks Avenue Bike Lanes and Streetscape - Phase 2.

### **Funding Source**

This project is funded by the One Bay Area Grant and the Capital Projects Fund-Transportation Impact Fees Sub-Fund.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

### **RECOMMENDATION**

Take the following actions:

- Award a contract in substantially the same form as Attachment 1 to the report in the amount of \$254,703 to CSG Consultants, Inc.
- Authorize the City Manager to execute the contract when all necessary conditions have been

met

- Approve a 10% contingency in the amount of \$25,470
- Make a determination that the proposal received from BKF Engineers is non-responsive due to the proposer not submitting a required Caltrans Local Assistance Procedure Manual form

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Reviewed by: Chip Taylor, Director of Public Works  
Reviewed by: Teri Silva, Assistant City Manager  
Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Draft Consultant Services Agreement