

ROUNDBOUT ANALYSIS AND FEASIBILITY STUDY

Request for Proposals for Engineering Services

I. INTRODUCTION

The City of Manhattan Beach is currently evaluating a realignment of Valley Drive & Ardmore Avenue in order to provide a conceptual multi-modal planning foundation for two important intersections along the City's primary recreational north-south street corridor. Specifically, the intersection of Manhattan Beach Boulevard at Valley Drive/Ardmore Avenue is the gateway to the City's Downtown and Pier attractions, and the intersection of 15th Street at Valley Drive/ Ardmore Avenue leads to the City's Police/Fire facility, City Hall, and County Library. Veteran's Parkway, located between Valley Drive and Ardmore Avenue, serves as a recreational area that is heavily utilized by joggers, walkers and bicyclists. This area provides a variety of attractions and destinations such as the civic center, library, post office, downtown area, Live Oak Park, the weekly Farmers Market and several elementary schools. Many special events are also staged along the corridor, such as art shows, food and beverage events and various parades. The realignment of Valley Drive & Ardmore Avenue will include different complete street features that can be implemented to provide a roadway facility that best meets the needs of all users as well as continue to realize the ultimate vision for the community.

The City of Manhattan Beach is soliciting Proposals from consulting engineering firms to perform an analysis and feasibility study with regards to converting one or both of the above-mentioned traffic signal controlled intersections to roundabout controlled intersections as described in the Scope of Services below. Upon review of the received Proposals, the City may pursue analysis of either or both of the intersections.

The City of Manhattan Beach intends to achieve the following objectives with this project:

1. Determine the feasibility of converting one or both of the traffic signal controlled intersections to roundabout control, including identification of any significant obstacles or issues;
2. Determine the existing level of service, delay, queue length, pedestrian and bicycle usage and other operational characteristics of one or both of the intersections;
3. Determine the expected level of service, delay, queue length, impacts to emergency service responses, pedestrian and bicycle usage and other operational characteristics of one or both of the intersections if converted to roundabout control;
4. Develop planning level roundabout designs that could be constructed within the existing right-of-way for one or both of the intersections;

5. Develop planning level construction costs for converting either or both of the traffic signal controlled intersections to roundabout control.

The roundabout analysis and feasibility study is a work of urgent necessity, and time is of the essence.

II. SCOPE OF SERVICES

Consultant shall perform the following services:

- A. Obtain Documents: Obtain any necessary maps and other documents required to perform the work.
- B. Traffic Data: Observe, measure, and record speed and volume data for vehicular, bicycle and pedestrian traffic as necessary.
- C. Analysis: Perform a comprehensive traffic analysis of the existing conditions and future conditions if roundabout controls are implemented. Identify how bicycle and pedestrian access and mobility would be affected by the introduction of roundabouts. Determine any impacts to nearby parking and whether changes to traffic flow on Valley Drive, Ardmore Avenue, Manhattan Beach Boulevard or 15th Street would be required or desirable. Determine whether the introduction of roundabouts would have any impacts to emergency service access considering the proximity of the police and fire station.
- D. Design and Cost: Prepare planning level design sketches and construction cost estimates for replacing the existing traffic signal controls with roundabouts. Design sketches should be of sufficient detail for use in community workshops and Commission/Council meetings.
- E. Report: Document the findings, design sketches and construction cost estimates as necessary to summarize and explain the findings.
- G. Meetings and Presentations: The consultant will meet with City staff to discuss the project at three stages of the project, at the direction of City staff. The meetings are presently contemplated to occur at the following stages of the project:
 1. Prior to beginning work ("Kickoff Meeting"),
 2. Prior to preparation of the final report, the Consultant will meet with City staff to discuss the findings, including design sketches and construction cost estimate, and
 3. After the findings have been reviewed by the City and any modifications have been made, the Consultant will meet with City staff to deliver the final report.

After approval of the final report by the Community Development Director or his designee, the Consultant will present the report and findings to the Parking and Public Improvements Commission and to the City Council. The City reserves the right to revise the meeting times or stages of completion as desired.

H. Deliverable Products: The consultant shall deliver the following products to the City of Manhattan Beach:

1. Final report (5 copies),
2. Planning level roundabout design sketches (11" x 17" color – 5 copies), and
3. All count data.
4. Items 1 through 3 on a CD.

All copies of the final report submitted to the City shall bear the original professional registration stamp and signature of the engineer in charge of the work.

III. CONTENT OF THE PROPOSAL

The proposal shall not exceed ten (10) double-sided pages. Include the following items in the proposal:

- A. Transmittal Letter
- B. Executive Summary
- C. Scope of Work including understanding of the Project
- D. Firm and Key Personnel Information
 - Firm Experience, Capabilities and Similar Projects
 - Organization and Staffing Plan
 - Key Personnel and Resumes
 - References
 - Sub-consultant Information (If Any)
- E. Schedule of Work.
- F. Fee: In a separate envelope, provide a fee schedule and a total "Not to Exceed" fee for completing the work as described in the Scope of Services above. **The fee should separate work for the two individual intersections since the project may include either or both of the intersections.** All fees shall include labor, materials, reprographics, meetings, and presentations. All approved deliverable products shall become property of the City of Manhattan Beach.
- G. The cost for any additional meetings and presentations which may be required, in addition to those listed in the Scope of Services.

IV. SCHEDULE OF WORK

REQUEST FOR PROPOSAL (RFP) TIMELINE

Action	Date*
Scope of Work to City Council	September 18, 2012
Availability of Request for Proposal	September 24, 2012
Last day to submit questions	October 1, 2012
Request for Proposal Deadline	October 18, 2012
Staff review proposals	November 8, 2012
City negotiate with top ranked consultant(s)	November 15, 2012

Consultant selection	November 27, 2012
Recommendation to City Council	December 18, 2012

**dates subject to change*

The City desires to have the work completed as soon as possible. The proposed Schedule of Work should include the following items:

- A. Research and gathering any necessary maps and documents
- B. Data collection and measurements
- C. Analysis and preparation of planning level design sketches and construction cost estimate
- D. Preparation of final report

V. CONSULTANT SELECTION

The City will evaluate all proposals. Criteria for the evaluation of the proposals may include, but need not be limited to, the following:

- A. Completeness of proposal.
- B. Consultant's demonstrated understanding of the Scope of Services.
- C. Quality of work previously performed by the firm.
- D. The resources required to perform the required services.
- E. Proposed Schedule of Work.

VI. RIGHT TO REJECT ALL PROPOSALS

The City of Manhattan Beach reserves the right to reject any or all proposals submitted. No guarantee is made hereby that any contract will be awarded pursuant to this Request for Proposals, or otherwise. All costs incurred in the preparation of the proposals, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent.