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**CITY OF OAKLAND  
COUNCIL AGENDA REPORT**

TO: Office of the City Administrator  
ATTN: Deborah Edgerly  
FROM: Public Works Agency  
DATE: July 12, 2005

RE: RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RAJAPPAN & MEYER CONSULTING ENGINEERS INC. FOR DESIGN SERVICES FOR THE LAKE MERRITT CHANNEL IMPROVEMENT PROJECT AT THE 7<sup>TH</sup> STREET FLOOD CONTROL STATION FOR AN AMOUNT NOT TO EXCEED ONE MILLION FIFTY THOUSAND DOLLARS (\$1,050,000.00)

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**SUMMARY**

A resolution has been prepared authorizing the City Administrator to negotiate and enter into a professional services agreement with Rajappan & Meyer Consulting Engineers Inc., the prime consultant for a team of design firms, to provide design services for the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station for an amount not to exceed \$1,050,000.00.

This project fulfills the Mayor and City Council Goal to Build Community and Foster Livable Neighborhoods. The project is located in Council District 2 and is funded by the Oakland Trust for Clean Water and Safe Parks Fund (Measure DD). The project is a major element of the Measure DD Program.

In response to the project's RFP, the City received four proposals for design services for this project. On June 3, 2005, the four short-listed teams gave detailed presentations on their proposals to a four-member panel assembled by the City. Based on these interviews and presentations, Rajappan & Meyer Consulting Engineers was selected as the team most qualified to complete this project. Rajappan & Meyer was ranked first by three of the four panel members.

Staff recommends that the resolution be approved.

Item #: \_\_\_\_\_  
Public Works Committee  
07/12/05

## **FISCAL IMPACT**

This professional services agreement will be for the amount of \$958,625.00 for design tasks, construction support, and as-built drawings with a 9.5% contingency for a total amount not to exceed \$1,050,000.00.

The Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station is funded by Measure DD, the Oakland Trust for Clean Water and Safe Parks Fund. The total project budget is \$11 million, and \$1.5 million has been appropriated in the first 3-year bond series. Funding is budgeted for this agreement under the Measure DD Fund (5320), Capital Projects-Street and Structures Organization (92242), Consultant Contract Account (54411), 7<sup>th</sup> Street Flood Control Project (C244510). The assessments for Public Art and Contract Compliance have been set aside.

Additional funds required for construction, currently scheduled for 2007, will be appropriated by the next bond series.

## **BACKGROUND**

Over a period of several years, community open houses and stakeholder workshops were conducted as part of a comprehensive planning process to develop a park master plan for the entire Lake Merritt area. The Lake Merritt Master Plan, completed in July 2002, organized many long-term visions for the Lake area into a single, cohesive plan.

A second effort, the Lake Merritt Channel Feasibility Study, prepared for the Port of Oakland in June 2002, included the creation of a computer hydraulic model of the Channel and identified various projects needed to improve water flow, boat navigation, and pedestrian/bike access through the Channel from the Estuary to Lake Merritt.

In November 2002 the voters of Oakland passed Measure DD, the Oakland Trust for Clean Water and Safe Parks Fund. This \$198 million bond measure will fund a variety of projects to improve parks, creeks, and recreation facilities.

The Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station is among the largest components of the Measure DD program. There is extensive community support for these projects, as demonstrated by the approval of this Measure by a wide margin.

Section III, Scope of Services (Attachment "A") from the RFP describes in detail work to be done under this contract.

### ***Selection Process***

Oakland's Purchasing Ordinance (Section 2.04.051 of the Oakland Municipal Code) requires that professional services contracts be awarded based upon a qualifications-based selection process. Pursuant to this requirement and Agency protocol, the Public Works Agency (PWA) issued a Request for Proposal for these services on March 25, 2005. Over 500 notices were sent

to registered firms and organizations, and the project was advertised in various trade publications. This extensive outreach effort resulted in a pre-proposal meeting on April 16, 2005 that was well attended, with over 50 participants.

On April 21, 2005, the City received four proposals for design services for this project. The prime firms who submitted proposals were:

- Concept Marine Associates
- Earth Tech, Inc.
- HQE, Inc.
- Rajappan & Meyer Consulting Engineers

All four teams, which included a total of 29 consulting firms, met the City's requirements for Local Business and Small Local Business participation.

### ***Selection Criteria***

PWA staff prepared objective selection criteria that would be used in rating the qualifications of each team. The criteria included:

- Professional and technical qualifications;
- Experience and work on similar projects;
- A demonstrated ability to work with community groups and other stakeholders;
- The team's management and organization;
- The team's approach to the project, including a specific outline of how the work will be performed;
- A clear understanding of the services requested;
- A demonstrated awareness of potential problems and possible solutions, and any special resources needed to successfully complete the project;
- References.

Sections IV (The Proposal), Section V (Evaluation Process), and Section VI (Selection Process) of the RFP describe the submittal requirements for the proposals, including required content and format, a detailed description of the evaluation process and rating criteria, and the selection and award process was provided in the RFP. They are included in Attachment "B" of this report. The process outlined on the RFP was followed as stipulated.

A panel of five members reviewed the proposals against these criteria resulting in the selection of all four teams as qualified to proceed to the next phase. The panel included representatives from the Alameda County Flood Control District (with extensive experience in flood control hydraulics and hydrology), Peralta Community College District (with extensive experience in project coordination and site development and representing a critical stakeholder in the project), CEDA-Planning (with planning experience in urban planning), PWA-Storm Design (with extensive experience in water related projects for the City and Port of Oakland), and PWA-Infrastructure and Operations (acting Operations Manager with a Masters Degree in Structures from UC Berkeley and over 20 years experience with the City of Oakland). In addition, copies of the proposals were provided to a member of the Measure DD Community Coalition (Urban Ecology)

and to a representative from Project Delivery /Construction Management (with extensive experience in bridge construction).

All teams were provided with the same information at the same time. All teams were evaluated on the same basis.

On June 3, 2005, all four teams made presentations and were interviewed by a panel of four members representing: Peralta Community College District, CEDA-Planning, PWA-Construction Management, and PWA-Storm Drainage Design. Schedule I -Consultant Interview Form (Attachment "C") was used to score the presentation and question and answer sessions.

Based on these presentations and interviews, Rajappan & Meyer Consulting Engineers was selected as the team most qualified to complete this project. The team rankings are summarized below. The first column is the number of panelists (out of four) who ranked the team first. The second column is the average ranking of all panelists.

<u>Team</u>	<u>Number of Top Rank</u>	<u>Average Rank</u>
• Rajappan & Meyer Consulting Engineers	3	1.25
• CMA	0	2.75
• Earth Tech, Inc.	0	2.75
• HQE, Inc.	1	3.25

The Rajappan & Meyer team demonstrated particularly strong experience in urban design, landscaping, hydraulic, structural, highway, and general civil engineering design projects. During their presentation, Rajappan and Meyer (prime firm) presented the most creative structural solution for the proposed bypass channel consisting of a single concrete box channel that incorporates both the waterway and pathway into a single structure. Their proposal was the only one to completely bypass the existing flood control structure, which the selection committee considered to be a significant benefit.

Sasaki Associates (sub-consultant), one of the main sub-consultants, has established a reputation for design excellence and commitment to the improvement of the urban environment. Sasaki Associates demonstrated significant understanding of the vision and challenges for the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station and other Lake Merritt Channel projects.

Another critical sub-consultant, Phillip Williams & Associates, demonstrated extensive knowledge of the existing and proposed hydraulic interdependence of the various Lake Merritt Channel projects. Since some of the project goals include: improving water flow, boat navigation, and pedestrian/bike access through the Channel from the Estuary to Lake Merritt, it was considered highly beneficial that a well established firm such as Phillip Williams & Associates undertake the critical task of designing channel modifications to minimize the creation of potential flood conditions. Phillip Williams & Associates also has extensive experience in erosion control, also considered important given the channel hydraulics.

***Local Participation***

All proposals were evaluated for compliance with the City of Oakland's Local and Small Local Business (L/SLBE) Program goals on May 9, 2005.

The local/small local compliance findings based on the initial proposals are as follows:

<u>Name of Prime Firm</u>	<u>LBE</u>	<u>SLBE</u>	<u>Total</u>
• Rajappan & Meyer Consulting Engineers	0%	67.0%	67.0%
• CMA	77.0%	15.0%	92.0%
• Earth Tech, Inc.	75.0%	25.0%	100.0%
• HQE, Inc.	21.0%	49.0%	70.0%

The total LBE/SLBE participation shown in the table above is anticipated to increase for the top ranked team at the conclusion of the final negotiated scope of services.

Rajappan & Meyer Consulting Engineers Inc., the prime firm, is a certified Small Local Business Enterprise (SLBE) firm. As the prime firm, Rajappan & Meyer anticipated performing 60% of the design work with Sasaki Associates, as the main sub-consultant, performing 15% of the total design scope. The remainder, 35% of the work, was anticipated to be performed by seven other sub-consultant firms with a combined total of 67% SLBE participation.

***Qualifications of the Recommended Consultant Team***

Rajappan & Meyer (prime firm) has extensive experience with structural, streetscape, highway and general civil engineering design projects. The firm specializes in innovative transportation design services for cities and counties and has completed projects throughout Northern California, including numerous highway projects for Caltrans. These projects included design for roadway improvements, highway bridges, pedestrian overcrossings and undercrossings, channel and stream bank improvements, traffic operations analysis, and project management. Rajappan & Meyer is also the lead firm responsible for designing the 12<sup>th</sup> Street Reconstruction project at Lake Merritt. However, their work on the 12<sup>th</sup> Street Project was not a factor in the ranking of consultants or their selection. Currently, Rajappan & Meyer has spent 50% of the design budget and delivered 65% plans for the 12<sup>th</sup> Street Reconstruction project. They have met all expectations, and have doubled the initial budget for the two other SLBE firms on their team.

Sasaki Associates (sub-consultant) is an interdisciplinary firm of landscape architects and planners with an established reputation for design excellence and commitment to the improvement of the urban environment. The firm has experience in building consensus and in working successfully with multi-jurisdictional agencies and stakeholders with varied interests on a diverse range of assignments. The intent of the firm is to develop and design a cohesive vision that links all the various projects planned for the entire Lake Merritt Channel corridor (from Lake Merritt to the Estuary). The firm plans to work closely with the Peralta Community College District and the Alameda County Flood Control District and other stakeholders to build consensus on the proposed vision, including the incorporation of various public art elements.

Phillip Williams and Associates (sub-consultant) specializes in hydraulics and geomorphic assessment, tidal marsh restoration, and innovative storm water systems. The firm has extensive experience ranging from urban river management in Asia to tidal wetland restoration along the Pacific Coast with special focus in the design of environmentally sensitive flood control and river management techniques. The role of the firm is to model the proposed channel modifications and make recommendations to properly set the proposed pathways and retaining wall elevations. The firm has prior experience in working with the Alameda County Flood Control District, one of the critical stakeholders for this project.

Golden Associates (sub-consultant) has extensive experience designing streetscape projects for the City of Oakland, such as the Laurel, Coliseum, and International streetscape projects. The firm provides expertise in terms of plant selection and street furniture placement given the many years of implementing projects in Oakland.

In general, it is anticipated that the Principals from each of the main sub-consulting firms will actively participate in managing the various design tasks and in building consensus with the various stakeholders.

## **KEY ISSUES AND IMPACTS**

The Measure DD program is on a very aggressive timeline, and there are financial consequences if the City does not spend the bond money on schedule. The Rajappan & Meyer team has proposed a compressed design schedule of 15 months in order for the project to be ready for construction soon after the next bond funding appropriation.

Currently, there are several projects under design for the area along the Lake Merritt Channel. At least three are directly related to this project: the culverts at 12<sup>th</sup> Street will be replaced with clear-spanning vehicular and pedestrian bridges; the culverts at 10<sup>th</sup> Street will be replaced with a clear-spanning vehicular/pedestrian bridge; and the park and pathways along the Lake Merritt Channel will be improved. These projects are among those described in the Lake Merritt Master Plan (dated July 2002), the Feasibility Study and Greenbelt Plan for the Lake Merritt Channel (dated June 2002), and Lake Merritt Channel Pump Station Alternatives Report (dated June 2004).

Although these projects are not intended to be a part of this contract, coordination between all projects is essential given that they are hydrologically connected. In particular, close coordination with the 12<sup>th</sup> Street Reconstruction project (currently under design) will be required since the 12<sup>th</sup> Street design team is responsible for including all four projects in the regulatory application and permit process to the extent possible. This is to expedite the process and to assure that there is a consistency among the various projects. In addition, a separate process is under way to determine design guidelines for the entire channel that would then be implemented as a part of this project (pathways, public art, etc).

A separate request (Council Resolution) is also under consideration to enter into negotiations with the Rajappan and Meyer team to provide design services for the 10<sup>th</sup> Street bridge project at the Lake Merritt Channel. As the top ranked team for both new Lake Merritt Channel projects (at 7<sup>th</sup> and 10<sup>th</sup> Street), and since design work for the 12<sup>th</sup> Street Reconstruction is well under way

by the same team, Rajappan and Meyer will be requested to consolidate the duplication of efforts. Some of the anticipated benefits include: shorter design schedule, less field survey work, consistent shoreline treatment, a more uniform planting and natural habitat scheme, less coordination work, and a single hydraulic model. In addition, due to fewer total design hours, these benefits have the potential to also reduce overall design cost.

The Rajappan & Meyer team has proposed to develop an overall vision for the channel park that integrates and builds consensus around various design elements such as: channel improvements, landscaping, ornamental lights, street furniture, and public art components. Collectively, these elements will provide better pedestrian, bicycle, and small boat circulation along the channel.

Other projects that are associated with the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station include the widening of the I-880 freeway, a new building facility at Laney College, and a potential development by the Oakland Unified School District. Design and construction of these projects and the Measure DD-Lake Merritt Channel projects will be completed at various times and will be implemented by different agencies.

## **PROJECT DESCRIPTION**

The Lake Merritt Channel Improvement project involves construction of a by-pass channel and bridge extension to allow small boats and large fish to move past the existing flood control pump station at 7<sup>th</sup> Street. Improvements will also be made to the existing pedestrian tunnels at 7<sup>th</sup> Street and to the pedestrian and bicycle pathways along the Channel to the Estuary.

As described in the Lake Merritt Channel Pump Station Alternatives Report (dated June 2004) and in more detail in this document, the bypass channel will consist of an open channel deviating from the main channel directly upstream and downstream of the 7<sup>th</sup> Street Bridge. The open bypass channel will enter a 20-foot wide culvert to cross beneath 7<sup>th</sup> Street. A hydraulically operated gate/dam will be fitted into the channel for use during pump station operation. In addition, the City will coordinate with the Alameda Flood Control District to update an operation and maintenance plan.

The existing pathways along the Lake Merritt Channel will be upgraded to include new paving, street furniture, ornamental lighting, signage, and to incorporate existing and new public art elements wherever possible. The existing pedestrian tunnels and stairways will be repaired and upgraded with improved drainage, lighting, and finishes. The aesthetic qualities of the existing bridge and pump station shall be improved to the extent possible. A new at-grade crossing with a traffic signal will be also constructed at 7<sup>th</sup> Street to improve pathway connectivity.

Special consideration will be given to the following constraints: right-of-way limitations; disruptions to 7<sup>th</sup> Street and to pump station activities; coordination with Peralta Community College District and the Alameda County Flood Control District; vertical clearances and ADA compliance.

As part of the subject professional services agreement, the Rajappan & Meyer consultant team will develop the concept plans; facilitate coordination meetings; evaluate the existing conditions and infrastructure; perform detailed studies in support of the existing CEQA document;

coordinate extensive utility relocation work; coordinate bicycle/pedestrian pathway improvement work; incorporate architectural lighting and finishes; complete permit documentation and applications; prepare construction documents; and provide bid and construction administration support.

## **SUSTAINABLE OPPORTUNITIES**

Economic: The Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station will enhance the physical appearance of the Lake Merritt Channel, which will attract more visitors to the neighborhood, providing the potential for further economic development in the area.

Environmental: The construction of a by-pass channel and bridge extension will significantly improve the natural tidal circulation into Lake Merritt, which suffers from low oxygen levels, and enhance water quality and wildlife habitat. The proposed project encourages the use of bicycles and walking as alternative modes of transportation. The use of alternative modes of transportation will result in vehicle emission reduction to the environment thereby improving air quality. The project will also allow small boats and large fish to bypass the pump station.

Social: The project will provide direct pedestrian, bicycle, and boat access from Lake Merritt along the Lake Merritt Channel Park, allowing eventual easy access to the Bay Trail and waterfront and increasing the social connection between these neighborhoods. A direct connection will be established with the proposed shoreline park at 12<sup>th</sup> Street which will include among the new recreational elements: an event plaza, turf areas, multi-use paths, extensive landscaping, bicycle and pedestrian paths, and decorative lighting. The project will also provide greater accessibility and safety to persons who depend on non-motorized transportation and public transit to access jobs and services.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

All teams expressed concerns for ADA access issues. All included in their proposal, for the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station, improved access from Laney College to the Lake Merritt Channel. All pathways will be in compliance with the physical access requirements of the Americans with Disabilities Act (ADA), providing equal opportunity and access along Lake Merritt and to the Channel Park.

## **RECOMMENDATION AND RATIONALE**

Although all of the top teams presented a good understanding of the Master Plan vision and many of the challenges, Rajappan & Meyer was selected as the team most qualified to complete this project. Therefore, it is recommended that the resolution be approved authorizing the City Administrator to negotiate and enter into a Professional Services Agreement with Rajappan & Meyer Consulting Engineers Inc., a qualified small local engineering firm, for an amount not to exceed \$1,050,000.00 including a 9.5% contingency.



**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council approve the resolution.

Respectfully submitted,



**RAUL GODINEZ II, P.E.**

Director, Public Works Agency

Reviewed by:

Michael Neary, P.E.

Assistant Director, Public Works Agency

Design and Construction Services Department

Prepared by:

Fuad Sweiss, P.E.

Engineering Design & Right-of-Way Manager

APPROVED AND FORWARDED TO THE  
PUBLIC WORKS COMMITTEE:



**OFFICE OF THE CITY ADMINISTRATOR**

### III. SCOPE OF SERVICES

The consultant team's scope of services shall consist of, but not limited to, full design services that will include preliminary design, schematic design, design development, *construction documents, bidding support, and construction support services*. It is anticipated that the scope of services will include the tasks below. The detailed scope of services will be negotiated between the City and the design team.

- |                                   |   |
|-----------------------------------|---|
| <b>A. Preliminary Design:</b>     | <ul style="list-style-type: none"> <li>Research and review existing documents and studies</li> <li>Consult as needed with city staff and regulatory agencies</li> <li>Seek and review input from advocate groups including; The Peralta College District, and Alameda County Flood Control District</li> <li>Review title and right-of-way issues</li> <li>Perform existing site survey</li> <li>Prepare as-built drawings of existing conditions</li> <li>Perform geotechnical investigations</li> <li>Perform Phase-I site assessment</li> <li>Perform Phase-II soil investigation and remediation work plan</li> <li>Work with and modify existing model (as needed) to determine tidal and hydraulic constraints</li> <li>Perform other detailed studies in support of the existing CEQA document</li> <li>Prepare preliminary project schedule</li> <li>Coordinate with on-going projects in the area (by others)</li> <li>Incorporate public art elements</li> <li>Coordinate utility mapping work</li> </ul> |
| <b>B. Schematic Design:</b>       | <ul style="list-style-type: none"> <li>Prepare schematic design drawings</li> <li>Complete the applications for regulatory permits (process initiated by others to the degree possible)</li> <li>Coordinate pump station interface work</li> <li>Prepare detailed CEQA mitigation and monitoring plan</li> <li>Prepare right-of-way maps and legal descriptions as needed</li> <li>Prepare preliminary construction cost estimate</li> <li>Facilitate and attend community and staff meetings</li> </ul>  |
| <b>C. Design Development:</b>     | <ul style="list-style-type: none"> <li>Prepare design development plans, specifications, and estimates (30%, 65%, 90%, and 100% submittals)</li> <li>Include construction staging and traffic plans</li> <li>Facilitate and attend community and staff meetings</li> </ul>  |
| <b>D. Construction Documents:</b> | <ul style="list-style-type: none"> <li>Prepare construction documents (PS&amp;E)</li> <li>Facilitate coordination meetings with ACFCD</li> <li>Prepare and process tree-removal permit application</li> <li>Secure all required regulatory permits</li> <li>Facilitate and attend meetings</li> </ul>   |

- E. Bidding Support:**

  - Prepare clarifications to construction documents
  - Prepare addenda as required during bid phase
  - Attend pre-bid meeting
  - Assist in evaluating bid results
  
- F. Construction Support:**

  - Provide general support to City's CM Division  
(The City will take the lead of construction management and administration)
  - Attend pre-construction meeting
  - Review submittals (materials, shop drawings, quotes, etc.)
  - Prepare proposal requests as required
  - Prepare clarifications (RFIs and ESIs)
  - Attend bi-weekly site meetings
  - Make periodic site observations

## IV. THE PROPOSAL

### B. SUBMITTAL REQUIREMENTS

Six (6) copies of the proposal are due at the Contract Administration office, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612, **no later than 2:00 p.m. on April 21, 2005.** **Proposals can also be delivered weekdays from 1:00 to 4:00 p.m. to the Office of Contract Administration.** The City reserves the right to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. **Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:**

- Proposal received at designated location after designated time and date.
- Proposal not in compliance with the City of Oakland Local/Small Local Business Enterprise Program.
- Proposal not containing the required elements, exhibits, nor organized in the required format.
- Proposal considered not fully responsive to this RFP.
- Proposal contains excess or extraneous material not called for in the RFP.

### C. REQUIRED PROPOSAL ELEMENTS AND FORMAT

#### 1. General Format

- a. All submittals shall be in an 8-1/2" x 11" or maximum 11"x17" folded to 8-1/2" x 11", with a table of contents and tabs divided accordingly.

#### 2. Transmittal Letter

- a. Addressed to Mr. Jose Martinez, Project Manager, Design and Construction Department, Engineering Design Division.
- b. Signed by an officer of the Prime Consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.

#### 3. Project Team

- a. The prime consultant shall be a Civil Engineer, licensed by the State of California.

- b. List prime and sub-consultants with individual addresses, telephone numbers and areas of expertise. Briefly describe the project responsibility of each team member. Identify which consultants are MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE). Additionally, for LBEs/SLBEs, submit a copy of current business license and date established in Oakland.

4. Project Personnel

- a. Prime(s) Consultant: Provide a detailed resume of the proposed principal-in-charge and the project manager(s). The Project Manager(s) shall be a full-time employee of the prime(s). Clearly identify experience, background, academic training, registration, and qualifications relative to the subject project for key personnel. Proposed primary staff shall be professionals currently licensed to practice in the State of California. DO NOT SUBMIT OTHER RESUMES.
- b. Sub-Consultants: Provide a detailed resume of the proposed project manager, who shall be a full-time employee of each sub-consultant for this project. Clearly identify relevant experience. They shall be professionals currently licensed to practice in the State of California, if applicable. DO NOT SUBMIT OTHER RESUMES.

5. Relevant Experience

- a. Describe experience in providing the comprehensive services and project management of projects similar in size and scope to this project.
- b. Describe experience and qualifications for providing full services that include, but are not limited to, preliminary design, schematic design, design development, construction documents, bidding support, and construction administration.
- c. Describe experience and ability to work effectively with City staff, community groups, and other stakeholders, and addressing the various interests in developing a successful project.
- d. Prime consultant shall provide graphic illustrations of a maximum of five relevant projects. For each project, provide the following information:
  - 1. Project name and location.
  - 2. Brief description of project scope.
  - 3. Month and year construction commenced and was (or will be) completed.

4. Approximate construction cost.
5. Change Order amount
6. Firm's project responsibility.
7. Client name, address, contact person, and telephone number.

6. Project Approach and Organization

- a. With reference to Sections I, II, and III of this RFP, present your concept of the approach and organization required for this project, along with your estimated timeline to complete the project. Indicate your understanding of the critical project elements, and what special approach your team will feature to control these elements.
- b. Describe how you intend to interface with City staff and the community.
- c. Describe how you would manage the design coordination with other projects in the area.

7. References

- a. Prime Consultant and Sub-Consultants: Three professional business related references, giving name, company, address, telephone number and business relationship to firm(s).
- b. Proposed Project Manager(s): Two business related references, giving name, company, address, telephone number and business relationship to project manager.

8. Hourly Billing Rates and Proposed "Not to Exceed" Maximum for Project

- a. Prime Consultant and Sub-Consultants shall provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.

9. Proposed Schedule

Provide and submit a preliminary project schedule that delineates the anticipated time frame and project milestones to complete the project.

10. Required Exhibits - Please see listing of required documents under Section VIII of the Table of Contents. Submit all of the required documents with your proposal.

- A. Declaration of Compliance with ADA (*Schedule C-1*)
- B. Professional Services Questionnaire (*Schedule D*): To be completed by

- prime consultant and all sub-consultants.
- C. Project Consultant Team (*Schedule E*): To be completed by prime consultant only.
  - D. Employment Questionnaire (*Schedule F*): To be completed by prime consultant(s) and sub-consultants whose (anticipated) fee is in excess of \$10,000.
  - E. Independent Contractor Questionnaire – Part A (*Schedule M*)
  - F. Declaration of Compliance/Living Wage Ordinance (*Schedule N*)
  - G. Equal Benefits – Declaration of Nondiscrimination (*Schedule N-1*)
  - H. Campaign Contribution Limitations and Reporting (*Schedule O*)
  - I. Nuclear Free Zone Disclosure (*Schedule P*)
  - J. Affidavit of Non-Disciplinary or Investigatory Action (*Schedule V*)

## V. EVALUATION PROCESS

### A. EVALUATION OF PROPOSALS

The City reserves the right to revise the selection process as deemed necessary

#### General Criteria

The City has allocated approximately fifteen (15) working days for review of the proposals.

#### Specific Criteria

The following specific criteria with points assigned for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

- |    |   |           |
|----|---|-----------|
| 1. | RELEVANT EXPERIENCE   | 25 points |
|    | <ul style="list-style-type: none"> <li>• Past, recently completed, or on-going projects that will substantiate experience.</li> <li>• Experience on at least three (3) projects providing services similar to those described in this RFP.</li> <li>• Prior experience and ability to work with City staff, community groups, and other stakeholders, and addressing the various interests in developing a successful project.</li> </ul> |           |
| 2. | QUALIFICATIONS  | 25 points |
|    | <ul style="list-style-type: none"> <li>• Professional background and qualifications of team members and firms comprising the team.</li> <li>• Prior Experience with regulatory agencies.</li> </ul>   |           |
| 3. | ORGANIZATION  | 20 points |
|    | <ul style="list-style-type: none"> <li>• Specialized and unique resources, if any.</li> <li>• Capacity and flexibility to meet schedules, including any unexpected work.</li> <li>• Cost control procedures in design and construction.</li> <li>• Quality control of deliverables.</li> </ul>  |           |
| 4. | APPROACH  | 20 points |



- Understanding of the nature and extent of the services required.
  - A specific outline of how the work will be performed.
  - Awareness of potential problems and providing possible solutions.
5. OTHER FACTORS 10 points
- Presentation, completeness, clarity, organization, and responsiveness of proposal.

## **B. INTERVIEW OF SHORT-LISTED FIRMS**

1. It is anticipated that a minimum of two firms to approximately five firms maximum will be invited to interview, resulting in the selection of one firm with which the City intends to negotiate a mutually agreeable contract.
2. The firms selected for interview will be notified in writing, and will be required to submit a detailed work scope, work schedule, and labor distribution spreadsheet (estimated hours by task by staff) the day before the interview. It is presently anticipated that the interviews will be conducted within ten (10) working days of notification. The interviews will last approximately 60 minutes, with the time allocated equally between the consultant's presentation and a question-and-answer period. The teams should be prepared to discuss at the interview their specific experience providing services similar to those described in the RFP, project approach, estimated work effort, available resources, and other pertinent areas that would distinguish them. Interviews will be held at a City of Oakland office (exact location to be determined).
3. All firms invited for interviews will be treated as equals. That is, the proposal scores will have no bearing on the interview scores. The Final selection will be based on interview scores only.
4. Interview Criteria: The following specific criteria will be used in evaluating and rating the short-listed firms:
  - Relevant experience
  - Team and staff qualifications
  - Organization
  - Approach
  - Completeness, clarity, organization, and responsiveness of the presentation and question/answer sessions.

## **VI. SELECTION PROCESS**

### **A. CONTRACT NEGOTIATIONS**

1. Upon completion of the interview process, firms will be numerically ranked using the ordinal (average) ranking system. The firm ranked first will be invited to participate in contract negotiations. Should the City and the first ranked firm not be able to reach an agreement as to contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the firm that is next in line, and proceed down the list as necessary until an agreement is reached or the list is exhausted.
2. The contract amount (including reimbursables) shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Services and fee Schedule.
3. The City will withhold the final 10% of contract amount pending successful completion of work.

### **B. CONTRACT AWARD**

1. Upon successful completion of the negotiations, a request by City staff to the City Council will be made to authorize the award of the contract to the selected team.
2. A sample City standard professional services agreement is include in this RFP as Attachment "C". The selected team will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement terms and provisions.
3. Upon authorization to award the contract by the City Council and completion of necessary documents, the team will be issued a Notice to Proceed by the City.
4. The selected consulting team will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the consulting team may be required to undergo an evaluation to demonstrate that the team uses recognized accounting and financial procedures.

# CONSULTANT INTERVIEW FORM

FOR

DESIGN SERVICES  
(Type of service)

LAKE MERRITT CHANNEL IMPROVEMENT PROJECT AT THE 7<sup>TH</sup> STREET FLOOD CONTROL STATION  
(Name of Project)

NAME OF FIRM (S): \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

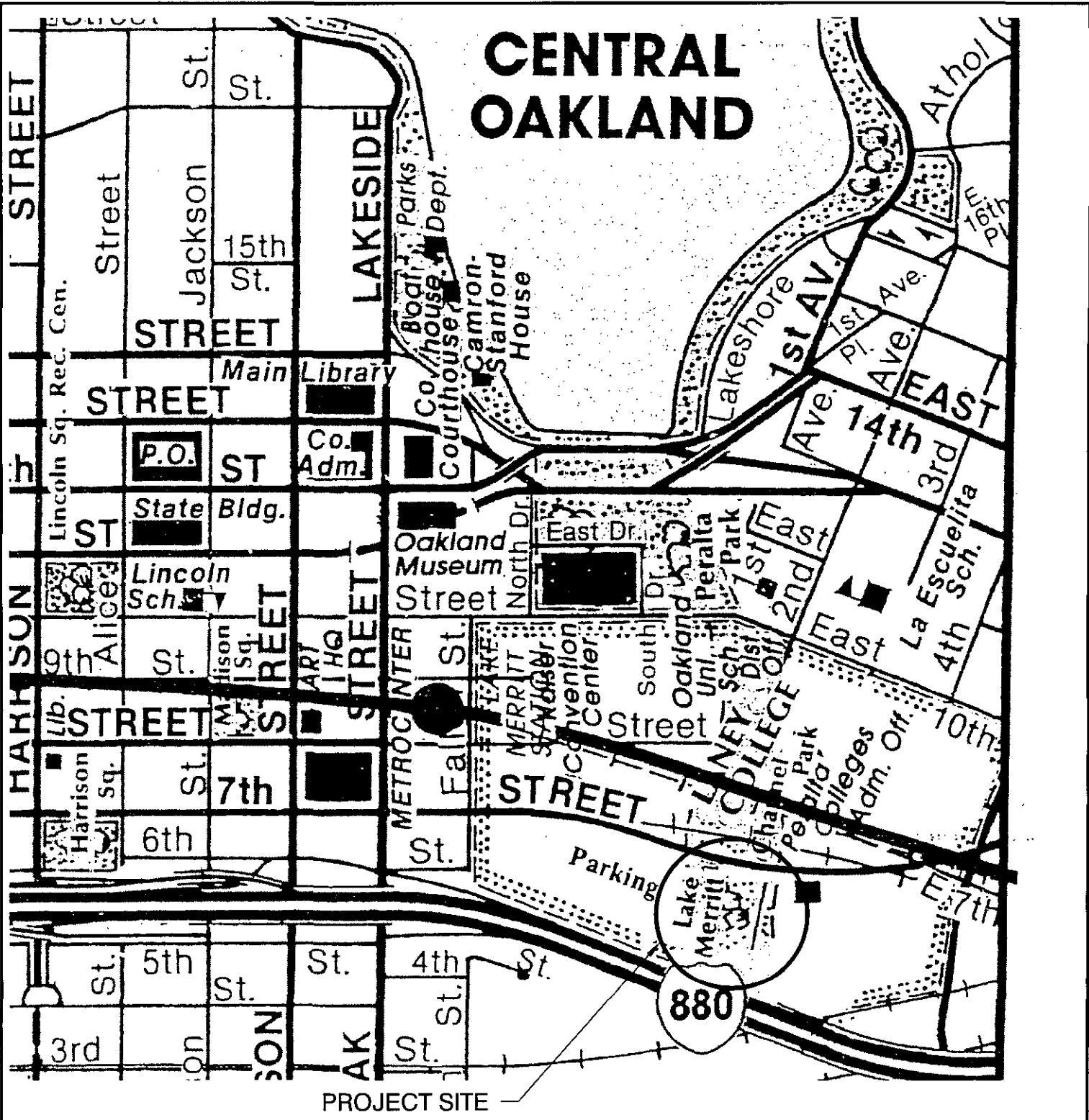
INTERVIEWER: \_\_\_\_\_  
(Print Name) (Signature)

RATING CATEGORY	GIVEN SCORE	WEIGHT FACTOR	ADJUSTED SCORE
<b><i>Demonstrated relevant experience:</i></b> Extent and type of previous participation on similar projects. Graphic examples of similar projects. Extent of community outreach on previous projects.		.20	
<b><i>Qualifications of project manager:</i></b> Ability to relate to the interviewers and gain their confidence; leadership, communication and technical skills; technical qualifications. Experience in managing this size and type project. Full commitment to the project.		.10	
<b><i>Cohesiveness and appropriateness of the project team and organization:</i></b> Is the team complete? Is team appropriate for the scope of the project? Has the team worked together before? Will City staff be able to manage and work with them?		.15	
<b><i>Approach and understanding of the design and management of the project:</i></b> Understanding of program requirements, scope complexities and issues of the project, including interfacing with the community, regulatory agencies, and the City. Adequacy of proposed methods and procedures for controlling cost, schedules and quality. Creativity and innovation.		.30	
<b><i>Quality and completeness of presentation:</i></b> Did project manager have lead role? Did they present information in a knowledgeable, clear and concise manner?		.10	
<b><i>Responsiveness to questions:</i></b> Are answers meaningful, relevant, knowledgeable, clear, concise, and to the point?		.15	
TOTAL WEIGHTED SCORES (TWS)			
TOTAL POINTS (L/SLBE)			
GRAND TOTAL:			


Scoring Guidelines

- Excellent: 90 to 100 points
- Good: 80 to 89 points
- Satisfactory: 70 to 79 points
- Fair: 60 to 69 points
- Unsatisfactory: 0 to 59 points


Tabulated by: _____	Date: _____
Dept. Head Initials: _____	



**NOTE:**  
 PROJECT BOUNDARIES FOR WORK ALONG THE CHANNEL INCLUDE BUT ARE NOT LIMITED TO APPROXIMATELY 100-FT NORTH OF 7TH STREET TO APPROXIMATELY 100-FT NORTH OF I-880 AND APPROACH WORK ALONG 7TH STREET AS NEEDED TO PROVIDE ADEQUATE SIGHT DISTANCE.

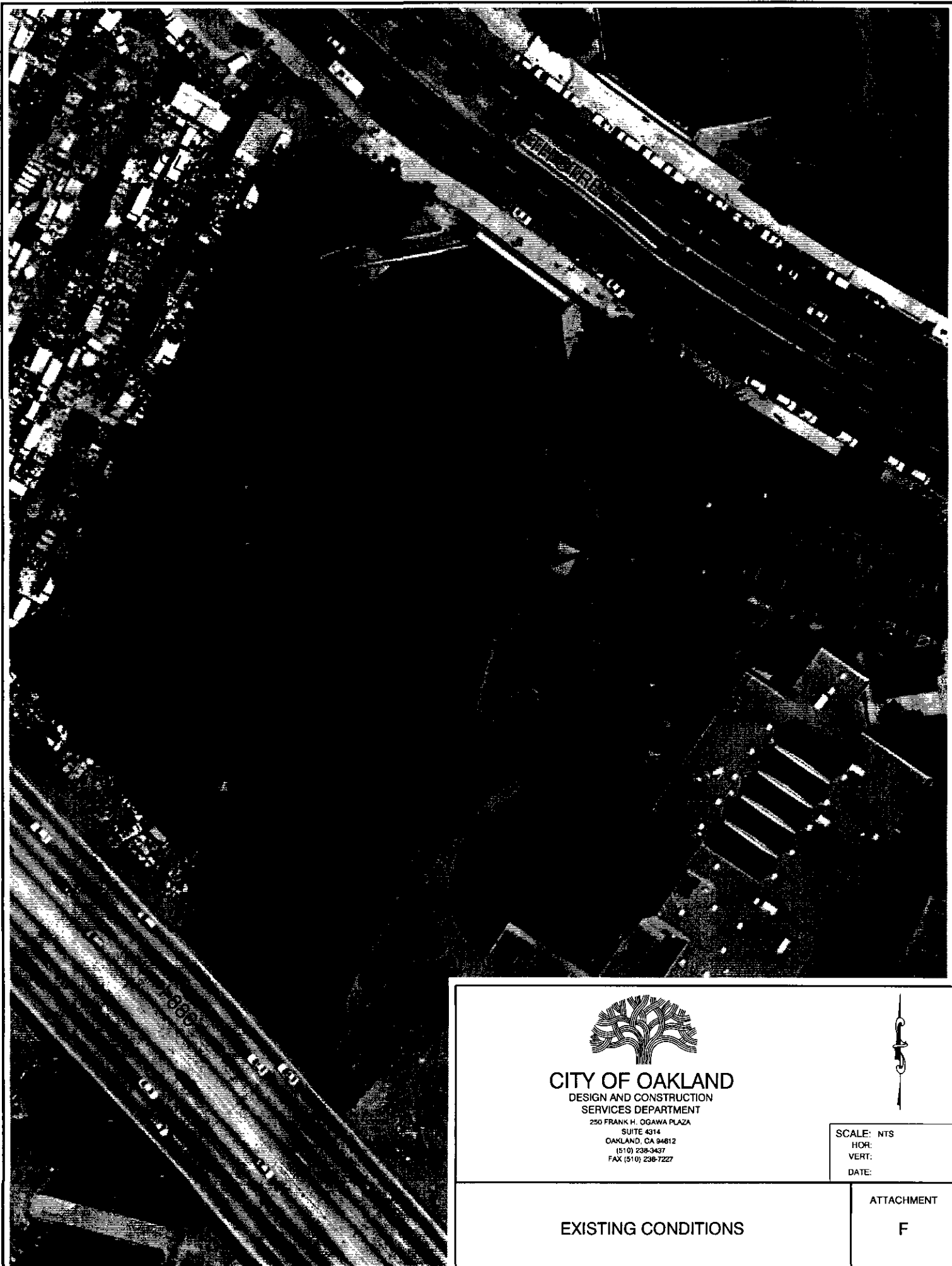


**CITY OF OAKLAND**  
 DESIGN AND CONSTRUCTION  
 SERVICES DEPARTMENT  
 250 FRANK H. OGAWA PLAZA  
 SUITE 4314  
 OAKLAND, CA 94612  
 (510) 238-3437  
 FAX (510) 238-7227



SCALE: NTS  
 HOR:  
 VERT:  
 DATE:

LOCATION MAP	ATTACHMENT E
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**CITY OF OAKLAND**

DESIGN AND CONSTRUCTION  
SERVICES DEPARTMENT

250 FRANK H. OGAWA PLAZA  
SUITE 4314  
OAKLAND, CA 94612  
(510) 238-3437  
FAX (510) 238-7227



SCALE: NTS  
HOR:  
VERT:  
DATE:

EXISTING CONDITIONS

ATTACHMENT

F

**OFFICE OF THE CITY ADMINISTRATOR**  
Contract Compliance & Employment Services Division

# Memo

**To:** Gwen McCormick - Contract Administrator Supervisor  
**From:** Dasco Munoz - Contract Compliance Officer  
**Through:** Deborah Barnes - CC&ES Manager *Deborah Barnes*  
**Date:** May 9, 2005

**Re:** RFP for the Lake Merritt Channel Improvement Project at the 7th St. Flood Control Station

Contract Compliance & Employment Service reviewed four (4) proposals received in response to the above referenced project. Below is the outcome of our compliance evaluation for the twenty percent (20%) minimum participation requirement and a preliminary reviewed for compliance with the Equal Benefits Ordinance (EBO).

The local/small local compliance findings are as follows in alphabetical order:

Company Name	Proposed Participation			Preference Points	Banked Credits Eligibility	EBO Compliant? Y/N
	Total LBE/SLBE Percent	LBE	SLBE			
Concept Marine Associates	92.00%	77.00%	15.00%	3%	0%	Y
Earth Tech. Inc.	100.00%	75.00%	25.00%	5%	0%	N
HQE Incorporated	70.00%	21.00%	49.00%	5%	2%	N
Rajappan & Meyer, Inc.	67.00%	0.00%	67.00%	5%	1%	N

As noted above, All firms met the 20% LBE/SLBE Program requirement.

Firms that met or exceeded the 20% L/SLBE requirement and are not in compliance with the Equal Benefit Ordinance (EBO) will have to come into compliance prior to contract execution.

Should you have any questions you may contact Dasco Munoz at 238-3970

2005 MAY -9 PM 3:58  
RECEIVED  
CONTRACT ADMINISTRATION  
②

# LBE/SLBE Participation

## Consultant 1

Project Name: RFP for the Lake Merritt Channel Improvement Project at the 7th St. Flood Control Station

Project No.: CCO2850												
Discipline	Prime & Subs	Location	Cert. Status	LBE %	SLBE %	Total LBE/SLBE %	Total %	LBE/SLBE Dollars	Total Dollars	For Tracking Only		
										Ethn.	MBE	WBE
PRIME	Concept Marine Associates	Oakland	CB	31.00%		31.00%	31.00%			C		
Geotechnical	Treadwell Rollo	Oakland	CB	5.00%		5.00%	5.00%			C		
Environmental	Environmental Science	Oakland	CB	6.00%		6.00%	6.00%			C		
Electrical/Mech	YEI Engineers	Oakland	CB	13.00%		13.00%	13.00%			AP	13.00%	
Structural	MGE Engineering	Oakland	CB	22.00%		22.00%	22.00%			AP	22.00%	
Surveying	PLS Surveys	Oakland	CB		3.00%	3.00%	3.00%			C		
Traffic	CHS Consulting Group	Oakland	CB		3.00%	3.00%	3.00%			AP	3.00%	
Landscape Arch	Hood Design	Oakland	CB		9.00%	9.00%	9.00%			AA	9.00%	
Architecture	MacDonald Architects	SF	UB				4.00%			NL		
Bicycle Planning	Alta Planning & Design	Berkeley	UB				4.00%			NL		
<b>Project Totals</b>				77.00%	15.00%	92.00%	100.00%	0.00	0.00		47.00%	0.00%
<b>Requirements:</b> The 20% requirements is a combination of 10% LBE and 10% SLBE participation. An SLBE firm can be counted 100% towards achieving 20% requirements.				<b>LBE 10%</b>	<b>SLBE 10%</b>			<b>LBE/SLBE 20%</b>		<b>Ethnicity</b> AA = African American AI = Asian Indian AP = Asian Pacific C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
<b>Legend</b>				LBE = Local Business Enterprise		UB = Uncertified Business						
				SLBE = Small Local Business Enterprise		CB = Certified Business						
				Total LBE/SLBE = All Certified Local and Small Local Businesses		MBE = Minority Business Enterprise						
				NPLBE = NonProfit Local Business Enterprise		WBE = Women Business Enterprise						
				NPSLBE = NonProfit Small Local Business Enterprise								

# LBE/SLBE Participation

## Consultant 2

Project Name: RFP for the Lake Merritt Channel Improvement Project at the 7th St. Flood Control Station

Project No.: CCO2850										For Tracking Only				
Discipline	Prime & Subs	Location	Cert. Status	LBE %	SLBE %	Total LBE/SLBE %	Total %	LBE/SLBE Dollars	Total Dollars	Ethn.	MBE	WBE		
PRIME	Earth Tech, Inc.	Oakland	CB	75.00%		75.00%	75.00%			C				
Sub	FMG Architects	Oakland	CB		10.00%	10.00%	10.00%			AP	10.00%			
Sub	PGA Design, Inc.	Oakland	CB		5.00%	5.00%	5.00%			C				
Sub	Geolabs, Inc.	Oakland	CB		10.00%	10.00%	10.00%			AP	10.00%			
<b>Project Totals</b>				75.00%	25.00%	100.00%	100.00%	0.00	0.00		20.00%	0.00%		
<b>Requirements:</b> The 20% requirements is a combination of 10% LBE and 10% SLBE participation. An SLBE firm can be counted 100% towards achieving 20% requirements.				<b>LBE 10%</b>	<b>SLBE 10%</b>			<b>LBE/SLBE 20%</b>		<b>Ethnicity</b> AA = African American AI = Asian Indian AP = Asian Pacific C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed				
<b>Legend</b>				LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise						



## LBE/SLBE Participation Consultant 3

Project Name: RFP for the Lake Merritt Channel Improvement Project at the 7th St. Flood Control Station

Project No.: CCO2850												
Discipline	Prime & Subs	Location	Cert. Status	LBE %	SLBE %	Total LBE/SLBE %	Total %	LBE/SLBE Dollars	Total Dollars	For Tracking Only		
										Ethn.	MBE	WBE
PRIME	Rajappan & Meyer, Inc.	Oakland	CB		60.00%	60.00%	60.00%			AI	60.00%	
Urban Design	Sasaki Associates	SF	UB				15.00%			NL		
Landscape	Golden Associates	Oakland	CB		5.00%	5.00%	5.00%			C		5.00%
Geotechnical	Geo/Resource Consultant	Oakland	CB		2.00%	2.00%	2.00%			AP		2.00%
Hydrology	Phillip Williams & Associates	SF	UB				5.00%			NL		
Environmental	Circlepoint	SF	UB				2.00%			NL		
Traffic	TJKM Consultants	Pleasanton	UB				1.00%			NL		
Flood Control	Schaaf & Wheeler	Santa Clara	UB				2.00%			NL		
Surveying	Kier & Wright Surveyors	Pleasanton	UB				5.00%			NL		
Electrical	Alliance Engineering Consultants	Santa Clara	UB				3.00%			NL		
<b>Project Totals</b>				0.00%	67.00%	67.00%	100.00%	0.00	0.00		60.00%	7.00%
<b>Requirements:</b> The 20% requirements is a combination of 10% LBE and 10% SLBE participation. An SLBE firm can be counted 100% towards achieving 20% requirements.				LBE 10%	SLBE 10%			LBE/SLBE 20%		<b>Ethnicity</b> AA = African American AI = Asian Indian AP = Asian Pacific C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
<b>Legend</b>				LBE = Local Business Enterprise				UB = Uncertified Business				
				SLBE = Small Local Business Enterprise				CB = Certified Business				
				Total LBE/SLBE = All Certified Local and Small Local Businesses				MBE = Minority Business Enterprise				
				NPLBE = NonProfit Local Business Enterprise				WBE = Women Business Enterprise				
				NPSLBE = NonProfit Small Local Business Enterprise								

# LBE/SLBE Participation

## Consultant 4

Project Name: RFP for the Lake Merritt Channel Improvement Project at the 7th St. Flood Control Station

Project No.: CCO2850										For Tracking Only		
Discipline	Prime & Subs	Location	Cert. Status	LBE %	SLBE %	Total LBE/SLBE %	Total %	LBE/SLBE Dollars	Total Dollars	Ethn.	MBE	WBE
PRIME	HQE Incorporated	Oakland	CB		33.00%	33.00%	33.00%			C		
Traffic	CHS Consulting	Oakland	CB		2.00%	2.00%	2.00%			AP	2.00%	
Geotechnical	Fugro West	Oakland	CB	7.00%		7.00%	7.00%			NL		
Surveys	Geomatics Transportation Service	Oakland	CB		5.00%	5.00%	5.00%			AA	5.00%	
Structures	LAN Engineering						30.00%					
Landscape	PGA Design, Inc	Oakland	CB		9.00%	9.00%	9.00%			C		
Hydrology	WRECO, Inc.	Oakland	CB	14.00%		14.00%	14.00%			AP	14.00%	
<b>Project Totals</b>				21.00%	49.00%	70.00%	100.00%	0.00	0.00		21.00%	0.00%
<b>Requirements:</b> The 20% requirements is a combination of 10% LBE and 10% SLBE participation. An SLBE firm can be counted 100% towards achieving 20% requirements.				<b>LBE 10%</b>	<b>SLBE 10%</b>			<b>LBE/SLBE 20%</b>		<b>Ethnicity</b> AA = African American AI = Asian Indian AP = Asian Pacific C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
<b>Legend</b>	LBE = Local Business Enterprise		UB = Uncertified Business									
	SLBE = Small Local Business Enterprise		CB = Certified Business									
	Total LBE/SLBE = All Certified Local and Small Local Businesses		MBE = Minority Business Enterprise									
	NPLBE = NonProfit Local Business Enterprise		WBE = Women Business Enterprise									
	NPSLBE = NonProfit Small Local Business Enterprise											



Deputy City Attorney  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

2005 JUN 30 PM 2:51

RESOLUTION No. \_\_\_\_\_ C.M.S.

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RAJAPPAN & MEYER CONSULTING ENGINEERS INC. FOR DESIGN SERVICES FOR THE LAKE MERRITT CHANNEL IMPROVEMENT PROJECT AT THE 7<sup>TH</sup> STREET FLOOD CONTROL STATION FOR AN AMOUNT NOT TO EXCEED ONE MILLION FIFTY THOUSAND DOLLARS (\$1,050,000.00)**

**WHEREAS**, Measure DD, the Oakland Trust for Clean Water and Safe Parks Fund includes a number of projects along the Lake Merritt Channel designed to improve tidal flows and access between the Estuary and Lake Merritt; and

**WHEREAS**, one of these projects is the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station; and

**WHEREAS**, the Measure DD program calls for the construction of a by-pass channel and bridge extension, multipurpose pathways, channel park enhancements, and the incorporation of public art elements, and

**WHEREAS**, professional design services are needed to design the project, and an extensive outreach effort to request proposals resulted in four responses; and

**WHEREAS**, Rajappan & Meyer Consulting Engineers Inc., a small local engineering firm, has formed a team of Engineers, Urban Planners, Hydrologists, and Landscape Architects with extensive experience in waterfront design, and was selected as the top ranked firm to expeditiously perform complete design and provide construction support services; and

**WHEREAS**, the total estimated project cost is \$11 million, supported by Measure DD funding, with design cost appropriated from the current 3-year bond series, and construction is scheduled to correspond with the next bond funding appropriation; and

**WHEREAS**, funding is budgeted for this agreement under the Measure DD Fund (5320), Capital Projects-Street and Structures Organization (92242), Consultant Contract Account (54411), 7<sup>th</sup> Street Flood Control Project (C244510); and

**WHEREAS**, the City Council finds that this contract is for services of a professional nature; and

**WHEREAS**, the City Council finds that services under contract will extend for approximately three years; and

**WHEREAS,** the City Council finds and determines that the performance of this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive services; and

**WHEREAS,** the City Council finds that the service is exempt from competitive bidding pursuant to Section 2.04.050 I of the Oakland Municipal Code; now, therefore, be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator, or her designee, to negotiate and enter into a professional services contract with Rajappan & Meyer Consulting Engineers Inc., for design services for the Lake Merritt Channel Improvement Project at the 7<sup>th</sup> Street Flood Control Station in an amount not to exceed One Million Fifty Thousand Dollars (\$1,050,000.00) including a 9.5% contingency; and, be it

**FURTHER RESOLVED:** That the City Administrator, or her designee, is hereby authorized to approve any subsequent amendments to or extensions of said agreement except those involving compensation or the allocation of additional funds provided that such amendments or extensions shall be filed with the City Clerk's Office; and, be it

**FURTHER RESOLVED:** That a copy of the agreement will be on file in the City Clerk's Office and will be approved for form and legality by the Office of the City Attorney.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2005

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, AND  
PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

Attest: \_\_\_\_\_  
Latonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California