



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR ENGINEERING AND DESIGN SERVICES FOR THE WILLOW STREET PEDESTRIAN IMPROVEMENTS PROJECT

The City of Fort Bragg is seeking proposals from qualified civil engineering design consultants to provide professional engineering services for the preparation of plans, specifications, and estimates (PS&E), as well as related permitting and coordination efforts for the Willow Street Pedestrian Improvements Project. The project is funded by the Highway Safety Improvement Program (HSIP) and is located along Willow Street between South Harold Street and Florence Street.

This project also represents a meaningful component of the City's ongoing efforts to implement its ADA Transition Plan. The improvements will help remove barriers to accessibility in the public right-of-way and improve mobility for all users, particularly those with disabilities.

SCOPE OF WORK

The Willow Street Pedestrian Improvements Project includes the engineering and design of the following elements:

- Installation of a pedestrian crossing island
- Construction of ADA-compliant sidewalks, curbs, gutters, curb ramps, and bulb-outs
- Installation of two high-visibility crosswalks
- Drainage improvements as needed to support the proposed facilities
- Utility coordination and potential relocations
- Preparation of construction documents and cost estimates compliant with Caltrans and HSIP requirements

Refer to the Vicinity Map and Concept Plan, Attachment 1.

This contract consists of the following tasks:

1. Project Management

- A. Meetings with City staff for information gathering, general coordination during all phases of the work, and review and approval of contract plans and specifications.
- B. Fieldwork to determine topography, elevations, stationing, limits, and quantities for construction. Survey data shall be detailed enough to accurately predict and

preserve drainage and linear connections between adjacent private properties and existing sidewalks, streets, and alleys.

2. Plans, Specifications, and Estimates (PS&E)

- A. Preparation of a brief Technical Memorandum. This memo shall document current conditions, identify deficiencies, recommend rehabilitation strategies, look at ease of construction, cost-saving alternatives, and provide cost-driven scenarios to guide project scope development. The memo shall include an engineer's cost estimate for proposed treatments and recommendations for phasing or bid alternates if necessary.
- B. Preparation of technical specifications in compliance with City and State standards and labor compliance provisions. The City will provide the boilerplate contract section; the consultant shall prepare the technical components.
- C. Preparation of 60%, 90%, and 100% PS&E submittals. At the 60% design stage, documents shall be reviewed by the City's Certified Access Specialist (CASP), who will provide one round of comments to be addressed by the consultant, to ensure accessibility compliance. The final (100%) design package shall be complete and ready for construction bidding.
- D. Submittal of one (1) signed and stamped original plan set and electronic files of all deliverables in PDF, AutoCAD (Civil 3D), Word, and/or Excel formats, as applicable.
- E. Preparation of a detailed engineer's estimate of probable construction cost at each design milestone, with itemized unit prices reflective of recent local project bid results.

3. Right-of-Way and Utility Coordination

- A. Conduct utility research, coordination, and documentation. Provide support for right-of-way certification, including preparation of exhibits and legal descriptions if needed.

4. Construction Support

- A. Provide support during the bid advertisement period to respond to RFIs and assist with the preparation of technical addenda.

5. Final Submittal

- A. Submit final PS&E package in Caltrans-ready format consistent with HSIP funding requirements.
- B. Submit final PS&E package files in both PDF and editable formats (e.g., Word, Excel, AutoCAD/Civil 3D).

Add Alternate:

- 1. Provide limited construction-phase support to answer design-related questions and develop minor plan amendments as needed.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF so that it is received by the City no later than 2:00 p.m. on November 18, 2025 to:

City of Fort Bragg

Attention: Diana Paoli, City Clerk

dpaoli@fortbragg.com

You will receive an email confirming receipt of your quote within 24 hours but no later than 2:30 p.m. on the due date. In order to ensure you receive timely confirmation of the City's receipt of your proposal, early submittals are encouraged.

2. **Contents:** The proposal shall contain the following information:

- A. Scope of Work

Provide a detailed description of the tasks your firm proposes to complete the project scope. Explain your approach to managing the project within the required schedule and budget.

- B. Budget and Schedule of Charges

Provide a "Not to Exceed" amount for the entire scope of work, along with a detailed breakdown of costs by task, hourly rates, and reimbursable expenses. Note that prevailing wage requirements apply.

- C. Work Schedule

Provide a schedule that identifies key milestones and delivery dates. The consultant should assume that authorization to proceed will be granted within one month of contract award.

- D. Acknowledgment of Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The cost of such insurance shall be included in the consultant's proposal.

- E. Acknowledgement of Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award a contract, pay any costs incurred in the preparation of proposals, or procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical, or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

- RFP Release: 10/15/2025
- Proposals Due: 11/18/2025, 2:00 PM
- Selection and Award: 11/24/2025

QUESTIONS

Questions should be directed to:

Kevin McDannold
Engineering Technician
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2827 ext. 132
KMcDannold@fortbraggca.gov

ATTACHMENTS

Attachment 1. Vicinity Map and Concept Plan

Attachment 2. City's Standard Professional Services Agreement