

DESIGN SERVICES FOR BENSON AVENUE SAFE ROUTES TO SCHOOL IMPROVEMENTS

Project No. ST262

Request for Proposal No. 2026-0018

June 18, 2026



TABLE OF CONTENTS

A. INTRODUCTION.....	Page 3
A1. Overview	
A2. About the City	
A3. Proposed Schedule	
B. INSTRUCTIONS TO PROPOSERS.....	Page 4
B1. Submission of RFP	
B2. Questions and Addenda	
B3. Proposal Conditions	
B4. Pre-Contractual Expenses	
B5. Contract Term and Termination	
B6. City Rights and Negotiations	
B7. Protest Procedures	
B8. Local Business Preference	
C. PROPOSAL REQUIREMENTS.....	Page 6
Part 1. Professional Services Agreement (PSA) Exhibits	
Exhibit A. Plan Methodology / Project Approach	
Exhibit B. Acknowledgement of Terms and Conditions of Sample PSA	
Exhibit C. Separate Fee Proposal	
Exhibit D. Schedule of Performance	
Part2. Technical Experience	
C1. Cover Letter / Letter of Introduction	
C2. Experience and Qualification of the Firm	
C3. Project Team Qualifications/Key Personnel	
C4. References	
C5. Conflict of Interest Statement	
C6. Acknowledgement of Insurance Requirements	
C7. Appendices	
D. EVALUATION CRITERIA.....	Page 8
D1. Experience / Qualifications	
D2. Plan Methodology / Project Approach	
D3. Past Performance / References	
D4. Quality / Responsiveness of Proposal	
D5. Competitive Pricing	
E. SELECTION PROCESS.....	Page 9
E1. Selection	
E2. Award	
E3. Implementation	
F. SCOPE OF SERVICES.....	Page 9
ATTACHMENTS	
Attachment A – Required Form	
Attachment B – Sample Professional Services Agreement	
Attachment C – City of Chino ADA Policy	
Attachment D – Project Location Map	
Attachment E – Relevant Parcel Maps	

A. INTRODUCTION

A1. OVERVIEW

The City of Chino (“City”) is requesting proposals from qualified firms (“Proposers”) to establish a contract for Design Services for Benson Avenue Safe Routes to School Improvements, Project No. ST262 as outlined in RFP No. 2026-0018. All work provided shall be in accordance with the Scope of Service requirements herein. The City welcomes proposals from all qualified firms.

A2. ABOUT THE CITY

The City of Chino was incorporated as a general law City on February 28, 1910. Chino has a separately elected Mayor and four Council members, each elected to overlapping four-year terms. The Mayor and Council appoint the City Manager and City Attorney, with department directors appointed by the City Manager. The City provides a full range of services for its citizens, including police services, parks and recreation programs, planning and development, and street maintenance and lighting. It also operates water, sewer, and storm drain utilities and provides for refuse collection, and cable television through outside contracts. The City also provides its citizens with a wide range of recreational opportunities through activities at the Senior Citizens Center and youth activities at the Neighborhood Activity Center, as well as providing a unique balance of human services programs that assist youth and families with a comprehensive counseling program. In addition, the City's Public Works Department provides many street and infrastructure improvements.

A3. PROPOSED SCHEDULE

Timeline	Dates	
Release of Request for Proposal	June 18, 2026	
Questions Due Date	July 2, 2026	10:00 a.m.
Proposals Due Date	July 16, 2026	10:00 a.m.
Electronic proposals are due on or before the date and time specified above.		
City Council Award Date (Tentative)	September 2026	

B. INSTRUCTIONS TO PROPOSERS

All proposals must be submitted online via PlanetBids at
<https://www.planetbids.com/portal/portal.cfm?CompanyID=26384>.

Proposals submitted by any other method will not be accepted.

B1. SUBMISSION OF RFP

To be considered, all proposals must be submitted through PlanetBids by the deadline stated in this RFP. Proposals submitted by any other method will not be accepted. Firms must be registered in the City's PlanetBids portal to access and respond to the solicitation. Please upload all required documents outlined in Section C, "Proposal Requirements," including the separate-file fee proposal. Proposals must remain valid for a minimum of 120 calendar days following the submission deadline.

B2. QUESTIONS AND ADDENDAS

All questions or requests for clarification must be submitted through PlanetBids. City staff are not authorized to respond to inquiries outside of the system. Proposers are responsible for reviewing and acknowledging any addenda issued through the portal. For technical assistance with PlanetBids, please contact their support team at (818) 992-1771.

B3. PROPOSAL CONDITIONS

By submitting a proposal, Proposers acknowledge the following:

- **Confidentiality:** Proposals must not be marked confidential. Any proposals so marked may be rejected. Submitted proposals become the property of the City and may be subject to public disclosure. The City shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of the City. Any portions of a proposal claimed to be exempt from disclosure must be clearly identified and accompanied by a justification under applicable provisions of the California Public Records Act. The City does not guarantee the non-disclosure of any information submitted.
- **RFP Review:** Proposers affirm that they have reviewed the full RFP and are capable of delivering the required services.
- **Compliance:** Proposals must comply in full with all RFP requirements. Any deviations or exceptions must be clearly identified and submitted separately for City review.
- **Rejection Rights:** The City reserves the right to reject any proposal deemed incomplete, conditional, or non-compliant, and may waive immaterial irregularities at its discretion.

B4. PRE-CONTRACTUAL EXPENSES

The City is not responsible for any costs incurred by Proposers in connection with this solicitation, including but not limited to preparation, submission, or contract negotiation expenses.

B5. CONTRACT TERM AND TERMINATION

If awarded, the initial contract term shall be two (2) years, with a one-year renewal option, exercisable at the sole discretion of the City.

B6. CITY RIGHTS AND NEGOTIATIONS

The City reserves the right to:

- Negotiate terms with one or more Proposers,
- Withdraw the RFP without making an award,
- Award a contract to a single or multiple firms, and
- Reject any or all proposals without cause.

B7. PROTEST PROCEDURES

Only Proposers who submitted a proposal may file a protest regarding the proposed contract award. Written protests must be submitted within five (5) business days of the City's issuance of a Notice of Intent to Award. Protests must:

- Be submitted on official letterhead,
- Clearly describe the grounds for protest with specific issues and legal citations, and
- Be signed by an authorized representative of the firm.

The City Manager or designee's determination regarding any protest shall be final.

B8. LOCAL BUSINESS PREFERENCE

A local business preference will be applied in accordance with the City's Purchasing Ordinance.

C. PROPOSAL REQUIREMENTS

Proposal Length: Part 1 of the proposal is limited to 10 pages. Part 2 of the proposal is limited to 20 pages. Each exhibit in Part 1 must begin on a new page. Be concise and avoid overly promotional content. The following must be included:

- File 1: Part 1 (10-page limit) and Part 2 (20-page limit)
- File 2: Exhibit C – Separate Fee Proposal

PART 1. PROFESSIONAL SERVICE AGREEMENT (PSA) EXHIBITS

EXHIBIT A. PLAN METHODOLOGY/PROJECT APPROACH

- Include Proposer's Scope of Services to be provided
- Understanding of the City's needs
- Technical approach and methods
- Benchmarks for performances
- Innovation suggestions (if any)

EXHIBIT B. ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF SAMPLE PSA

Include any exceptions to the RFP or sample agreement (Attachment B). If no exceptions, state "none".

EXHIBIT C. SEPARATE-FILE FEE PROPOSAL

Submit a separate-file fee proposal in PlanetBids as a distinct file. Separate fee proposals will be reviewed only after completion of the technical evaluation and scoring of non-price criteria.

- Itemize all fees by task, rate, hours, and role
- Include prevailing wage (if applicable)

EXHIBIT D. SCHEDULE OF PERFORMANCE

- Work Plan and schedule

PART 2. TECHNICAL EXPERIENCE (C1 to C7)

C1. COVER LETTER / LETTER OF INTRODUCTION

- Firm name, address, website
- Authorized representative's name, title, phone, and email
- Office assigned to the project
- Sub-consultants (if applicable)
- Statement of 120-day proposal validity
- Attestation that all information is true and correct

C2. EXPERIENCE AND QUALIFICATION OF THE FIRM

- Years in business
- Past projects of similar type for municipalities
- Safe Routes to School project experience (if any)

- Relevant expertise and capabilities
- Litigation or contract termination history in the past three (3) years
- Disciplinary actions in the past five (5) years (if any)

C3. PROJECT TEAM QUALIFICATIONS / KEY PERSONNEL

- Organizational chart
- Roles and responsibilities of key personnel
- Résumés of project leads
- Sub-consultants' qualifications (if applicable)

C4. REFERENCES

Provide three (3) references for similar services provided within the last four (4) years. Include:

- Client name and contact
- Email, phone, and mailing address
- Brief project scope, timeline, and current status

C5. CONFLICT OF INTEREST STATEMENT

Complete and submit Attachment A.

C6. ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

Complete and submit Attachment A. Minimum insurance includes:

- General Liability: \$1M per occurrence, \$2M aggregate, with Additional Insured Endorsement
- Auto Liability: \$1M per accident
- Workers' Comp: \$1M (if applicable)
- Umbrella/Excess policies must not diminish coverage

C7. SAMPLE WORK PRODUCT

Include as "Appendix A", a sample work product prepared for a project of similar type, limited to three (3) pages in total. Sample plan sheets may be submitted at 11" X 17" size and should represent the proposer's standard of work.

D. EVALUATION CRITERIA

Proposals will be reviewed and scored by a Selection Committee. The City's final decision will consider the overall value and not just pricing. A proposal may be disqualified for failure to meet any requirement of the RFP.

Criteria	Weight
D1. EXPERIENCE / QUALIFICATIONS	20%
D2. PLAN METHODOLOGY /PROJECT APPROACH	25%
D3. PAST PERFORMANCE / REFERENCES	25%
D4. QUALITY / RESPONSIVENESS OF PROPOSAL	20%
D5. COMPETITIVE PRICING	10%

D1. EXPERIENCE / QUALIFICATIONS (20%)

Includes:

- Firm's experience on similar projects
- Firm's experience with Safe Routes to School grants
- Municipal project familiarity
- Training and credentials of key personnel
- Organizational stability and resources

D2. PLAN METHODOLOGY /PROJECT APPROACH (25%)

Includes:

- Clarity and detail of work plan
- Ability to meet objectives and deadlines
- Understanding of the Scope of Services
- Innovative solutions and efficiency

D3. PAST PERFORMANCE / REFERENCES (25%)

Includes:

- Client feedback on similar work
- Contractor's reputation and professionalism
- Responsiveness, communication, and reliability
- Sample of work limited to a maximum of (3) three pages (include as Appendix A of proposal)

D4. QUALITY / RESPONSIVENESS OF PROPOSAL (20%)

Includes:

- Completeness and accuracy of proposal
- Adherence to RFP instructions and format
- Attention to detail and responsiveness

D5. COMPETITIVE PRICING (10%)

Includes:

- Fair and reasonable cost
- Alignment of price with scope and schedule
- Clarity and transparency in cost breakdown

E. SELECTION PROCESS

E1. SELECTION

All proposals will be reviewed by the Selection Committee against the Evaluation Criteria in Section D. The City may elect to have an informal interview/discussion prior to awarding the work or award based on the proposals alone. The City may select one firm or reject all proposals.

E2. AWARD

The City will issue a "Notice of Intent to Award" through PlanetBids to notify all Proposers of the top-ranked firm anticipated to be awarded a design contract.

E3. IMPLEMENTATION

- **Kick-off Meeting:** To be held following award of services for review of scope, team introductions, and project launch.
- **Notice to Proceed:** Issued after execution of agreement and submission of all insurance and other required documents.
- **Performance Metrics:** The City reserves the right to continuously evaluate the Consultants' performance through metrics such as timeliness of service and quality of work.

F. SCOPE OF SERVICES

F1. OVERVIEW

The City of Chino ("City") is seeking proposals from qualified firms to perform engineering design services, topographical surveying, utility base mapping, cost estimation, quantity calculations, and bid support for the Benson Avenue Safe Routes to School Improvement Project. This project aims to enhance pedestrian access at the intersections of Benson Avenue with Chino Avenue, D Street, C Street, and B Street. These improvements align with the City's 2016 Chino Bicycle and Pedestrian Master Plan as this residential area is in proximity to Chino High School and Allegiance STEAM Academy.

For a closer look at the project limits, see Attachment D. The assumptions of limits are defined by intersections identified for ADA improvements in this scope of work. Pedestrian navigation of the skewed intersection of Benson Avenue at Chino Avenue will require innovative geometric design considerations. It is anticipated that no pedestrian access will be permitted to the southwest corner of the intersection.

F2. BACKGROUND

San Bernardino County Transportation Authority (SBCTA) oversees the disbursement of Transportation Development Act (TDA) Article 3 Program funds. To receive funding, cities in San Bernardino County apply with project specific applications to be eligible for award. The City was awarded a TDA Article 3 grant to supplement a portion of the preliminary design costs of this project.

The City of Chino's Policy on Accessible Pedestrian Facilities (Attachment C) is a guide for addressing ADA deficiencies in the City. The City adopted policy provides a single document to reference the existing requirements pertaining to accessibility regulations and best practices for the design and construction of pedestrian facilities open to the public within the City of Chino.

F3. SCOPE OF WORK

The City reserves the right to refine or modify the final Scope of Work during contract negotiations with the selected firm. The required services are outlined in the Task Descriptions below.

Task 1 - Project Management

The Consultant shall be fully responsible for the overall management and coordination for all aspects of the project design. The Consultant will develop a strategy that includes a work plan, construction estimate, and schedule to meet the City's goals for the project.

a. Working Schedule

The Consultant shall create a working schedule identifying the project milestones, deliverables and review dates to review with the team at the kickoff meeting. Assume a design schedule that allows for construction to take place in Summer 2027 when school is not in session.

b. Meetings

The Consultant shall provide resources to lead the meetings described below. It is anticipated that six (6) coordination meetings will be required to complete the PROJECT scope of work. It is estimated that two meetings will take place in the field, and four meetings may be conducted virtually throughout the duration of design development.

Anticipated Meetings:

1. In the field Project Kick-off
2. In the field Community meeting to discuss concepts for the intersection approach
3. 30% Design Review Meeting (P&E)
4. 60% Design Review Meeting (P&E)
5. 90% Design Review Meeting (PS&E)
6. Final Design Review Meeting (PS&E)

c. Progress Reporting

The Consultant will supervise, coordinate, monitor and review the project for conformance with standards, policies, and procedures. Monthly progress reports included with monthly invoices to document the progress of the project.

d. Schematic Exhibits

The Consultant shall create and provide exhibits specific to impacts to individual properties as needed for the purposes of meetings and review discussions.

e. Quality Control/Assurance Measures

Quality Control shall be the responsibility of the design team members in the daily operational techniques and activities that are performed and conducted to fulfill the contract requirements.

Deliverables:

- Meeting notes, agendas, handouts, minutes,
- Detailed Working Schedule for discussion at the kick-off meeting and maintained throughout the project
- Monthly progress reporting and certified payroll
- Schematic Exhibits

Task 2 - As-Built Research, Investigation, and Review

The Consultant shall review existing City Standards, City's ADA Policy, As-Builts or Record Drawings, and GIS data to ensure incorporation of available information and requirements. Consultant shall identify properties requiring Right-of-Way verification and obtain Title Reports to clarify limitations for design of ADA compliant curb ramps.

- a. City will provide available as-built records of City-owned facilities (water, sewer and storm drain) During this phase, consultant shall meet with City staff to identify background information and existing plans to ensure incorporation of city staff suggestions, recommendations, directions and other requirements.

Deliverables: Obtain 11 Title Reports for properties with limited space for curb ramp improvements. AutoCAD base mapping of City owned utilities.

Task 3 - Utility Research and Notification

The Consultant shall research available utility records and identify all utilities within the PROJECT limits. The information obtained shall be added to the project base map with any utility conflicts identified.

- a. Consultant to prepare (City to send) notices at various stages during the design phase – 30% plans (1st notification), 60% plans (2nd notification), 90% plans (3rd notification). The Consultant shall maintain a record of utility notifications including contact numbers, dates of transmittals, and responses to request in a utility matrix.
- b. Concurrent with the 30% design, the Consultant shall prepare the following:
 - Creation of Record-Based Utility Map
The Consultant shall use the information received in responses to develop preliminary utility mapping.
 - Utility Field Marking Documentation and Creation of Field Utility Marking Map
Submit a DigAlert request to mark all underground utilities within the Project limits. Once utilities are marked in the field, the Consultant shall document the markings by capturing aerial imagery of the street corridor (for example, using a drone) while the utility markings remain visible. The Consultant shall use this information to develop a preliminary utility map based on field utility markings.
 - Utility Map Overlay and Potential Discrepancy Analysis
Overlay the record-based utility map and the field utility marking map to identify discrepancies between the two datasets.

Deliverables: Utility Notification Letters (1st, 2nd, 3rd), Utility Matrix indicating all correspondence with utility companies and their responses, and updated AutoCAD base mapping.

Task 4 - Field Survey

The Consultant shall perform a topographic survey and design survey to determine and establish Right-of-Way. This includes location of surface features within the survey area including but not limited to fire hydrants, valve covers, water meters, sewer and storm drain manholes, all utility vaults and facilities, pull boxes, curb & gutter, driveways, sidewalk, power poles, guy wires, signs, parkway, streetlights, street trees larger in 4" diameter, etc. The basis of the vertical datum shall be the most recent City of Chino benchmark elevations as shown in the National Geodetic Vertical Datum of 1929 (NGVD29), and the basis of horizontal datum shall be based on North American Datum of 1983 (NAD83). Field survey shall establish disturbance of any monuments or centerline ties and provide copies of tie sheets for reference attachment to the specifications. All field topography shall be collected electronically for data processing.

Deliverable: Topographic Base Map

Task 5 - Plans and Specifications

Design Plans

Consultant shall prepare a bid set of the improvement plans (20-Scale) of Benson Avenue including title sheet, general notes, detail sheets, and plans at 30%, 60%, 90%, and final design phase. Consultant shall prepare design details (10-scale or 5-scale as necessary) for all accessible facility improvements, Consultant shall prepare design details for utility relocations, if needed. Said plans shall conform to the City's Accessibility Policy and applicable requirements. Where physical or geometric constraints exist, consultants should coordinate with City staff to develop project-specific solutions and document design decisions to support compliance to the maximum extent feasible.

Technical Specifications

Consultant shall prepare the technical special provisions section of the construction specifications, including any specialty work items necessary for the project. The technical specifications shall conform to the Project specifications and are based on the Standard Specifications for Public Works Construction 2024 Edition (Greenbook) including supplement edition, the City of Chino Standards Plans and Specifications, and Construction Bid Item descriptions. Specifications should include documents pertinent to the contractor's ability to complete work and any other project constraints. Construction Contract Documents shall be prepared in the City's format and submitted at 90% and 100% completion.

Design plans and specifications shall have a formal internal QA/QC process performed at each design milestone. Consultant is expected to conduct internal reviews of plans, details, specifications, quantities, and engineer's estimate prior to submittal to verify technical accuracy, constructability, coordination, and consistency across documents.

Deliverables:

30% Design (Plans)

60% Design (Plans)

90% Design (Plans and Specifications)

Final Design (Plans and Specifications)

Task 6 - Engineer's Quantity and Cost Estimate

Consultant shall prepare Engineer's Quantity take-off and Cost Estimate on City form and Bidding Schedule for the PROJECT with quantities and bid items to be included with the City Specifications

Deliverables: Engineer's Estimates shall be included with submittal of 30%, 60%, 90% and final design plans.

Task 7 - Plan Interpretation and Bidding Assistance

Consultant shall provide construction plan interpretation and consultation during the bidding phase of the PROJECT. Consultant shall assist the City in preparing bid addenda as required to provide clarification to drawings and provide responses to Requests for Information (RFI) during the bidding phase within two (2) working days upon receipt of RFI.

Deliverable: If any RFI results in a design change during the bidding process, the Consultant shall incorporate the change into the plans and provide a conformed set.

F4. CONSULTANT QUALIFICATIONS:

To qualify, the Consultant must meet the following minimum requirements:

- The Consultant must be a valid California Licensed Professional Engineer.
- Proven experience preparing Curb Ramp Improvement Plans, technical expertise with Americans with Disabilities Act (ADA) Standards and Guidelines.
- Proven experience with Safe Routes to School designs and projects