

CITY OF PASADENA

## REQUEST FOR PROPOSAL

### 1. Summary

The concept of installing a barrier enhancement system on the Colorado Street Bridge has been explored at various intervals over the last several decades. On April 23, 2018, the City Council unanimously approved the suicide prevention measures recommended by the Colorado Street Bridge Task Force to deter suicide attempts on the Colorado Street Bridge and directed staff to develop concepts and design a permanent vertical barrier system. A copy of the City Council minutes and recommendations by the Task Force can be viewed at the web address below:

[http://ww2.cityofpasadena.net/councilagendas/2018%20Agendas/Apr\\_23\\_18/agenda.asp](http://ww2.cityofpasadena.net/councilagendas/2018%20Agendas/Apr_23_18/agenda.asp)

Additional information regarding community meetings, presentations, and previously presented design options can be viewed at the web link below:

<https://ww5.cityofpasadena.net/public-works/engineering-and-construction/construction/colorado-street-bridge/>

As such, the City is seeking a consultant who will further develop various preliminary concepts for a responsibly-designed permanent barrier system.

### 2. Funding Source

This procurement is funded by U.S. Department of the Treasury. Vendors must submit all required document with their proposal.

### 3. Electronic Submission and Delivery Instructions

Parties interested in responding are required to submit proposals electronically through the City of Pasadena's [eProcurement Portal](#) no later than 2:00 pm on Thursday, February 2, 2023. Please upload sufficiently early electronically through the city's eProcurement Portal before the time and day listed in the Notice Inviting Proposals. Proposals must be received in the system prior to the deadline.

The entire proposal must be formatted on standard-size 8½"x11" pages; 12 point font only. The "Technical Proposal," "Additional Data," and "Statement of Qualifications" can be no more than 50 grand total pages.

The Price Proposal must include all costs associated with the Technical Proposal as described in the Price Proposal instructions in the "[#Proposer's Submittals/Checklist.](#)"

The Technical Proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions. Along with all required forms and submittals (See [#Attachments](#), and [#Proposer's Submittals/Checklist](#). No Pricing shall be included in this part.

Proposals received after the Proposal Deadline may not be accepted by the City.

### 4. Separation of Technical, and Price Proposals

The proposal must be prepared in two parts: a "Technical Proposal" and a "Price Proposal." Each of the parts shall be separate and complete in itself so evaluation of one may be accomplished separate from the evaluation of the other.

1. The Price Proposal must include all costs associated with the Technical Proposal as described in the Price Proposal instructions in the "[#Proposer's Submittals/Checklist.](#)"

2. The Technical Proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions. Along with all required forms and submittals (See [#Attachments](#), and [#Proposer's Submittals/Checklist](#). No Pricing shall be included in this part.

## 5. PRICE PROPOSAL: PRICE Proposal Submittal

Parties interested in responding are required to submit their Price Proposal separate from their Technical proposal through the City's [eProcurement Portal](#) as a "Cost File."

The pricing must include the total price proposed to accomplish all the performance and deliverables requested in this RFP, and offered by your firm. Each Proposer must submit a Price Proposal containing all costs associated with the technical proposal. The Price Proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products. The price proposal detail shall describe costs for each professional's time, for the completion of each proposed task, and for all materials and supplies.

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Price shall include the proposed costs and, if necessary, the approximate number of hours to provide the services as described in your proposal. Any additional fees outside the scope of the agreement must be approved in writing before commencing services for said fees. Vendor's RFP response must be inclusive of all costs and expenses associated with travel, lodging, and any other incidental costs. The City will not separately reimburse costs not included in the proposal.

## 6. Deadline for RFP Questions

The deadline to submit questions related to this RFP is Thursday, January 26, 2023, prior to 2:00 pm.

Questions regarding this Request for Proposals should be submitted directly through the City's eProcurement Portal Q&A function. Do not contact any City employee or official regarding this RFP.

Any questions submitted after the date and time specified will not be considered.

### **Vendor Registration Instructions & Customer Service information:**

Click here to register onto the City's [eProcurement Portal](#) hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at [procurement-support@opengov.com](mailto:procurement-support@opengov.com) for help at any time.

## 7. Pre-Proposal Meeting

See the "Timeline" in the Introduction section ([#Introduction](#)). If there is a Mandatory pre-proposal meeting, bidders/proposers are required to attend at the time, date, and location included in the Timeline. If there is a Non-Mandatory pre-proposal meeting, bidders/proposers are not required to attend.

Each bidder/proposer will have the opportunity to clarify and ask questions regarding the Specifications. The Pre-Proposal Meeting will be held at the time, date, and location in the Timeline of this solicitation.

MIGUEL MÁRQUEZ  
City Manager