

Request for Informal Proposals: Bus Stop Inventory/Design Improvements & ADA Accessibility Assessment Services

Hanson Bridgett, on behalf of the Golden Gate Bridge, Highway and Transportation District ("District"), seeks proposals (each a "Proposal") from qualified firms (each a "Proposer") to provide design improvement recommendations and Americans with Disabilities Act (ADA) accessibility assessment services for District bus stops. Hanson Bridgett anticipates entering into a contract with the selected consultant for up to one year with an additional one-year option term. Requests for modifications or clarifications of any requirement must be submitted to Catherine Groves by e-mail at cgroves@hansonbridgett.com by 5:00pm PST on April 15, 2019.

Please submit your proposal to Catherine Groves at cgroves@hansonbridgett.com or 425 Market Street 26th Floor, San Francisco, CA 94105 by 5:00pm PST on April 29, 2019. Electronic submission is preferred, but not mandatory.

Hanson Bridgett will review all Proposals received and several finalists may be selected. These finalists may be invited to an oral interview. Please reserve the week of May 12, 2019 for finalist interviews. It is requested that the attendees be restricted to those individuals who will have direct involvement with the proposed services.

I. DESCRIPTION OF DISTRICT

The District is a Special District created by the Legislature in 1923 and subject to regulation under the Bridge and Highway District Act, as amended (see California Streets & Highways Code Section 27000 et seq.). The District is governed by a 19-member board composed of members representing the City and County of San Francisco, Marin County, Sonoma County, Napa County, Mendocino County and Del Norte County.

The District operates and maintains the Golden Gate Bridge and a fleet of buses and ferries. Golden Gate Ferry currently operates between Larkspur and San Francisco, and between Sausalito and San Francisco. Golden Gate Transit provides bus service in Marin, Sonoma, Contra Costa, and San Francisco counties. The District receives funds primarily from Bridge tolls, transit fares and federal, state and local grants.

II. DESCRIPTION OF EXISTING BUS STOPS

The District is the owner and operator of Golden Gate Transit (GGT), a regional bus transit service provider in business since 1972. It serves approximately 875 bus stops in 21 jurisdictions in a five-county service area. The majority of these stops were designed/ built/ designated prior to 1972. A significant portion of these stops would benefit from basic upgrading, are not located on District property, and are shared with other transit service providers.

GGT operates a mixed bus fleet consisting of urban transit and "over-the-road" coaches with varying geometric characteristics including varying lengths (30-, 40-, 45- and 60-ft), turning radii, number and location of doors, position of wheelchair lift (front-door, rear-door, or middle of coach), and position of bike racks (front-door or luggage bay).

The District currently does not have a comprehensive assessment of the bus stops it serves (a complete list bus stops served by GGT is available upon request) and recognizes that many stops

may be improved through physical, geometric, and amenity improvements. Facility improvements at bus stops are expected to range from minor changes (e.g., installation of a pedestrian crossing warning sign at an adjoining intersection) to extensive sidewalk repair to improve bus stop accessibility for all customers.

Hanson Bridgett, as legal counsel for the District, seeks the services of a consulting firm to inventory and assess existing conditions, recommend facility improvements to improve customer access and amenities in accordance with applicable federal, state, and local law, and provide preliminary cost estimates for these improvements. All work-product will be confidential and subject to attorney-client and work product protection.

III. SCOPE OF SERVICES

A. Assessments

Hanson Bridgett will provide the Consultant with a portion of the overall list of bus stops to be inventoried and assessed during the term of the Contract. For each bus stop, the Consultant must:

1. Inventory existing conditions to determine accessibility in accordance with applicable federal, state, and local law, including the Architectural and Transportation Barriers Compliance Board's (US Access Board) Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way;
2. Describe any potential risk and liabilities under federal, state, and local accessibility laws (including the Unruh Act and ADA);
3. Make recommendations for accessibility improvements (if any);
4. Prepare a checklist of factors and parameters to consider when examining the design of each bus stop, including possible alternative designs ("Design Checklist") (see Design Recommendation Memorandum, Section B.4 below); and
5. Prepare a memorandum to the General Manager's designee, to be provided upon execution of the contract, recommending design improvements (if any), including the Design Checklist (see Design Recommendation Memorandum, Section B.4 below).

Upon successful completion of the initial scope of the Contract, and at its sole discretion, Hanson Bridgett may extend the Contract and ask the Consultant to complete work for an additional portion of the list of bus stops served by GGT.

B. Project Management Activities

The selected Consultant is expected to manage the Contract, carefully control costs and resources, and complete assigned work on schedule. The Consultant must assign a project manager who will act as Hanson Bridgett's primary contact and will be entirely responsible for the Consultant's work (including sub-consultant work). All deliverables must be submitted in electronic format (PDF format via email, a flash drive, CD or DVD, or via FTP). To ensure the project remains on track, the following project management activities will be required:

1. Progress Reports. The Consultant must provide progress reports every reporting period, as designated by Hanson Bridgett (e.g., every month) to Catherine Groves. Progress reports must include the following information:
 - Status of work completed to date
 - Work anticipated to be completed during the next reporting period
 - Problems/Obstacles identified during the reporting period
 - Outstanding issues (items would remain on this list until resolved)

2. Coordination Meetings. Working closely with Hanson Bridgett and the District, the Consultant will conduct quarterly coordination meetings at Hanson Bridgett's or the District's offices in San Rafael or San Francisco, as needed, to complete the required tasks related to various portions of the Contract. The final meeting schedule will be determined by the parties. Attendees will include appropriate District staff, select attorneys of Hanson Bridgett, and the Consultant team. The Consultant must provide an agenda and prepare minutes for all meetings. In addition, the Consultant must update the Contract schedule prior to the coordination meetings and present the updated schedule at the meeting.
3. Bus Stop Assessment Reports. The Consultant must provide a draft and, subject to Hanson Bridgett's approval of the draft, a final Bus Stop Assessment Report for each bus stop reviewed. The reports must include the following information:
 - Inventory of existing factors for each bus stop
 - Assessment of existing conditions of each bus stop

The Consultant will be responsible for providing all services and work to complete the bus stop inventory and assessment including gathering and analyzing all information, data and requirements.

4. Design Recommendation Memorandum. The Consultant must submit a recommendation on improvements to the design of the bus stops. If the Consultant does not recommend any improvements, the Consultant should explain that after an examination and analysis of the design, no improvements to the design of the bus stop are recommended.

The recommendation should attach a Design Checklist. The Design Checklist should identify and analyze the factors and parameters considered in arriving at the Consultant's recommendation, including design alternatives considered and rejected. The Consultant should develop its Design Checklist for each bus stop, subject to Hanson Bridgett's approval before completion of the analysis. The Design Checklist may vary depending on specific features of each bus stop. Examples of factors may include the following non-exclusive list:

- Access (by pedestrians, cyclists and drivers);
- Visibility (by pedestrians, cyclists and drivers);
- Location/waiting area for pedestrians and cyclists (e.g., bus pad, curb, intersection, residential area, business area, size);
- Where on the street buses are stopping to pick up and drop off passengers;
- Proximity to traffic and type of traffic;
- Surrounding traffic control devices (traffic lights, traffic signs, markings on the road and curb, etc.);
- Traffic volume;
- Pedestrian volume and usage;
- Cyclist volume and usage;
- Surrounding features and characteristics (including buildings, crosswalks, driveways, intersections, streets/freeways);
- Lighting (both natural lighting and street lighting); and
- Alternative designs considered and rejected.

C. PROPOSER'S MINIMUM QUALIFICATIONS

The Consultant team must demonstrate competency and experience in:

- Transit facility planning and design

- Data collection
- Accessibility standards and guidelines
- Pedestrian and cyclist access and circulation
- Traffic operations
- Traffic signing and striping
- Cost estimating
- Performing on-time and within budget

The Consultant team must demonstrate extensive experience in:

- Recording and summarizing field conditions
- Preparing and utilizing electronic databases
- Developing plans for roadway improvements
- Preparing plans that are legible and to scale

Consultants must demonstrate extensive proficiency utilizing and preparing work products using all components of the Microsoft® Office suite.

Consultant teams including a California Division of State Architect Certified Access Specialist (CASp) are desired, but not mandatory. The District will consider other similar and suitable ADA experience in lieu of a CASp certification.

IV. PROPOSAL CONTENT

To achieve a uniform review process and obtain the maximum degree of comparability, Hanson Bridgett requests that Proposals adhere to the following basic format. The Consultant is expected to provide services as outlined herein and prepare its response to fully address its ability to satisfy these components. Responses should be focused and succinct.

1. Cover Letter/Executive Summary. The signed cover letter should be on company letterhead clearly stating the name of the Proposer's firm, the names of any subcontractors and their roles, the Consultant's primary business address, telephone and facsimile numbers, and email address. The cover letter should state whether your firm meets the minimum qualifications outlined above. Summarize what distinguishes your firm and why your firm is a good match for Hanson Bridgett and the District in this endeavor.
2. Qualifications and Experience of Firm. For both the Consultant's firm as a whole, and the location of the local office that will perform the work, please give:
 - Number of years in business.
 - Size of firm.
 - Type of organization (individual, partnership or corporation).
 - Number of partners, managers, supervisors, senior staff and other professional staff.
 - Which office(s) of your organization will have primary responsibility for undertaking and performing the work, and managing the contract. Locations of sub-consultant's offices must also be identified.
 - Briefly describe how the local office is organized, including staff resources and expertise that you intend to use in performing the work.
 - Briefly describe your experience working with public sector agencies.
 - Briefly describe the types of services the Consultant provides relevant to this request for informal proposals.
 - Briefly describe the Consultant's available resources and capability for undertaking and performing the work. Provide any other information that may assist Hanson

Bridgett in evaluating the Consultant's ability, flexibility, and responsiveness in providing quality future services in a timely, high-quality manner.

- Describe your firm's ability to control costs and meet time schedules. Provide examples and locations of similar or related work performed in the last five years that best characterize the quality and cost control of the Consultant.
- Briefly describe your firm's commitment to customer service and quality assurance.

3. Qualifications and Experience of Team.

- Identify and provide the resume of the person (Account Executive) who will be assigned to coordinate your firm's services for Hanson Bridgett. Hanson Bridgett expects direct access to the Account Executive on all matters.
- Please briefly describe your firm's philosophy regarding selection and assignment of the Account Executive and other personnel.
- Briefly address the ability of the Consultant team to work effectively together and with public agency staff.
- Please identify the team of people who will be assigned to perform the work. Include resumes on their professional background and education and the role they will play in undertaking and performing the work. Describe the responsibilities of key team members and roles. Any changes in key personnel after the award of the Contract must be approved by Hanson Bridgett before the change is made.
- Please provide an organizational chart showing lines of reporting and accountability.
- Provide professional references for all key individuals you identify for the project. Provide a minimum of three references, with current phone numbers for whom the team member has performed work in the past five years. Include a very brief description of the projects associated with each reference. References may be contacted as part of the selection process.

4. Scope of Services.

- This section should address how your firm plans to accomplish the Scope of Services generally and describe how your firm would approach the assessment for the following three bus stops including a sample milestone timeline (Sample Bus Stops):

- (a) **Southbound Almonte Blvd at Rosemont Avenue, Mill Valley:**
<https://goo.gl/maps/QhbxV56Fz462>



- (b) **Southbound U.S. Highway 101 Bus Pad at Lucky Drive, Larkspur:**
<https://goo.gl/maps/T2KDBGE76NH2>



- (c) **Eastbound 4th Street at Greenfield Avenue/West End Avenue, San Rafael:**
<https://goo.gl/maps/RcNKvkfzZDJ2>



- Hanson Bridgett anticipates that the level of work required at each bus stop will vary considerably, and does not have a comprehensive inventory or assessment of existing bus stops. Therefore, the level of effort required at each stop is not known. However, a complete list of bus stops served by GGT is attached.
- Hanson Bridgett acknowledges that it may not be possible for the Consultant to complete assessments for all the bus stops GGT serves in one year. Proposers must submit an estimate of how many bus stop assessments it can complete in one year and a timeline with milestones. Hanson Bridgett is open to various cost-effective approaches to completing the work and the number of bus stops evaluated will be subject to negotiation.

5. Financial Stability. Provide your latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow Hanson Bridgett to reasonably formulate a determination about the financial stability and strength of your company. Describe any administrative proceedings, claims, lawsuits, settlements, or other exposures pending against or brought by your company.
6. Cost Proposal. The Proposer must provide a cost estimate which includes estimated not-to-exceed pricing on a per bus stop basis for each of the Sample Bus Stops. The cost estimate must be broken down by individual bus stop and by itemized work tasks. Within each work task, the cost must be itemized by factors including personnel working by task, materials and equipment, number of hours, and hourly rate.

The cost estimate must include all costs for which the Consultant would expect to be paid and a total amount for all work to be performed. The cost will be all inclusive and must include all labor, materials, taxes, insurance, subcontractor costs, travel expenses, production costs, profit, administrative and overhead fees, and all costs necessary for performing these services.
7. Supportive Information. Supportive information may include graphs, charts, photos, resumes, references and is to the Consultant's complete discretion.

Best regards,

Catherine J. Groves

cc: Kimon Manolius, General Counsel
Golden Gate Bridge, Highway and Transportation District