

Canyon Lake Property Owners Association

REQUEST FOR PROPOSAL

PAVEMENT MANAGEMENT PROGRAM

Notice is hereby given that the Canyon Lake Property Owners Association (the Association) seeks proposals from qualified engineering firms to provide a "Pavement Management Program" (PMP) for the work described herein and in accordance with the requirements as described in this Request For Proposal (RFP) document.

PROJECT DESCRIPTION

Provide all labor, materials, and equipment necessary to develop a current Pavement Management Program (PMP) for the residential streets (both north and south of Railroad Canyon Road) and common area parking lots inside the residential community and located at the Canyon Lake Country Club, within the City of Canyon Lake, California. These private roads (approximately 36 miles in length) and parking lots are maintained by the Association. In addition, the PMP should make recommendations for a long-term maintenance program to improve the efficiency of prioritizing the roadway work with limited funds.

Work does not include commercial business centers within the city limits.

The PMP shall identify the specific recommendations for immediate and/or long-term actions to assure maximum road/surface life that will be used to repair and maintain the 36 miles of private roads and parking lots within the community. It is expected these activities and associated documentation will take less than 60 days to complete.

SCOPE OF WORK

- A. Survey all residential streets (both north and south of Railroad Canyon Road) and common area parking lots inside the residential community and located at the Canyon Lake Country Club, within the City of Canyon Lake, California, to determine their existing condition.
- B. Document results to confirm that a detailed condition survey was performed with specific information to professionally determine future repairs.
- C. Develop a list of streets and parking lots according to the recommended repair improvements. The Association is interested in specific recommendations for all 36 miles of streets and parking lots within the community. Specific attention should be given to the following streets when preparing the RFP response for submittal: Boating Way, Burning Tree Drive, Cascade Drive, Cinnamon Teal Drive, Eagle Point Drive, Emperor Drive, Fair Weather Drive, Little Harbor Drive, Nautical Court, Pauma Place, Pecos Place, Point Marina Drive, Skippers Way, Spray Drive, Spy Glass Way, Village Way Drive, Widgeon Place, Windsong Place, and Windward Drive.
- D. Provide detailed street map exhibit(s) that identify all streets/street segments and parking lots by name and recommended action for each.
- E. Provide a cost per square foot and pavement life data based on the various recommended improvement options (i.e., crack seals, slurry seals, overlays and/or

reconstruction).

- F. Prepare a PMP report that documents the entire project. The PMP report shall be submitted in both a written format and an electronic format, as determined by the Association. Include the following, as a minimum:
- a section establishing the proposed strategies for prioritizing the recommended street and parking lot improvements.
 - a section establishing a 25-year (minimum) project list with recommended improvements (i.e., crack seal, slurry, overlay and/or reconstruction). Based on the unit cost data and the estimated benefits derived from road users, perform a cost-benefit analysis for each alternative improvement strategy.
 - a section summarizing the recommended Road Maintenance Program in order to preserve/maintain our streets and parking lots in the most cost effective manner. This section shall include detailed information on specific streets/segments and parking lots that need immediate crack repair including lengths of each section and projected cost to repair.
 - a Capital Improvement Plan for a five (5) year capital budget and twenty five (25) year maintenance budget.
 - other typical sections that include an introduction, current pavement recommendations, results of budget needs, priority analysis, systems/methods used to determine recommendations, Pavement Condition Index (PCI) report, projected work programs, any generated data base and an executive summary that summarizes all of the proposed work in the scope of services.

SELECTION CRITERIA

It is the Association's intent to select the most qualified engineering firm to develop the PMP. The Association will consider the consulting team's experience with similar projects, their understanding of the project and work required, the qualifications of the Project Manager and individual personnel assigned to the project, the number of staff available for the assignment, the prime and sub-consultant's demonstrated ability to work as a team, the team's proven ability to meet deadlines, and the cost for the PMP. Proposals shall include a statement of qualifications and experience in generating PMP including a list of cities/communities and the population of each, respectively. Each respondent shall provide a summary of their approach to the project and a statement as to their ability to schedule and complete the work.

A Selection Committee will review the proposals submitted and may request interviews from the top engineering firms. The Selection Committee will rank the firms based on qualifications, proposals, and presentations (if applicable).

The Association hereby notifies all respondents that it will affirmatively insure that any contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, or national origin.

In addition to all requirements for proposal submission, the selected firm will be required to take out and maintain at all times during the life of the contract, personal injury and property damage insurance for all activities of the firm arising out of or in connection with the contract, written on a Comprehensive General Liability form including, but not limited to, firm's activity, and automobile insurance in an amount no less than \$3,000,000 Combined Single Limit Personal Injury and

Property Damage for each occurrence. Evidence of such insurance coverage will be required in more detail upon execution of a contract.

Awarding of this contract does not assure or eliminate the winning firm from contracting for implementation of the PMP.

PRE-SUBMITTAL CONFERENCE

A non-mandatory Pre-Submittal Conference will be conducted at the Canyon Lake Property Owners Association Office, 31512 Railroad Canyon Road, Canyon Lake, CA. 92587, on **Monday, May 10, 2010, at 1:00 PM**. Minutes of the Conference will be issued to all parties who have received copies of the RFP directly from the Association or have contacted the Project Manager, Mr. Paul D. Johnson, (951) 244-6841 Ext. 510, e-mail pjohnson@canyonlakepoa.com, of their intent to respond to the RFP.

SUBMITTAL INSTRUCTIONS

Sealed proposals, addressed to the Canyon Lake Property Owners Association, **ATTN: Canyon Lake PMP Proposals**, 31512 Railroad Canyon Road, Canyon Lake, CA. 92587, will be received until **2:00 PM, on Friday June 4, 2010**. Proposals shall be submitted in sealed envelopes clearly marked on the outside **"TO BE OPENED BY ADDRESSEE ONLY"** A total of **ten (10)** copies of each proposal must be submitted for consideration. Each copy shall be bound separately. One copy shall be identified as **ORIGINAL** and all others identified as copies.

THE COST FOR THE DEVELOPMENT OF THE PMP, AS DESCRIBED IN THE SCOPE OF WORK, SHALL BE SUBMITTED IN A SEALED ENVELOPE, LABELED PROPOSAL COST, AND INCLUDED WITH THE ORIGINAL COPY OF THE PROPOSAL. Proposal costs will not be opened until the written proposals have been reviewed and evaluated.

The Association reserves the right to reject any and all proposals, withdraw the RFP at any time and to waive any irregularities or informalities in the proposals received. The Association also reserves the right to negotiate all aspects of the proposals submitted in response to the RFP at any time during the evaluation period.

The Project Manager, Mr. Paul D. Johnson, telephone number (951) 244-6841 Ext. 510, e-mail pjohnson@canyonlakepoa.com is the person responsible for opening, examining the proposals submitted to the Association for the acquisition, construction and completion of any improvements except when otherwise set forth in these documents. Questions in these areas of responsibility should be addressed to Mr. Paul D. Johnson, at 31512 Railroad Canyon Road, Canyon Lake, CA. 92587.

All questions must be submitted in writing and all replies will be published for distribution to all prospective respondents.

Only engineering firms demonstrating experience with projects of similar experience and scope will be considered.