

**VENTURA COUNTY TRANSPORTATION COMMISSION  
REQUEST FOR PROPOSALS (RFP)  
FOR AMERICANS WITH DISABILITIES ACT DESIGN AND PROJECT MANAGEMENT  
SERVICES FOR THE CAMARILLO TRAIN STATION IMPROVEMENTS**

**INTRODUCTION**

The Ventura County Transportation Commission (VCTC) seeks proposals from qualified firms for Americans with Disabilities Act (ADA) design and project management services for the Camarillo Train Station. Firms may submit proposals on their own or with subcontractors. VCTC would prefer not to have a joint venture arrangement.

**BACKGROUND**

The station is located at 30 S Lewis Rd, Camarillo, CA 93010 (**see attachment A**). The station and parking lot are owned by VCTC, Union Pacific Railroad owns the rail right-of-way, and the California Department of Transportation (Caltrans) owns the pedestrian overcrossing. The station was completed in 1994 as a temporary emergency response to the January 17, 1994 Northridge earthquake. The San Diegans (renamed Pacific Surfliner) began stopping in Camarillo at the end of June 1995, and service has continued since.

The station has two rail platforms separated by an overhead bridge. Weekday Southern California Regional Rail Authority (Metrolink) trains serve Platform 1 (the west platform) and Pacific Surfliner trains and Saturday Metrolink trains serve the station directionally (Platform 1 – Northbound (West) | Platform 2 – Southbound (East)). The station is currently served by four daily round trip Pacific Surfliner trains, three weekday round trip Metrolink trains, and one Saturday round trip Metrolink train. Metrolink and Pacific Surfliner current train schedules are available below. The station is also a stop for the VCTC Intercity bus services and Camarillo Area Transit's Trolley service.

<https://metrolinktrains.com/schedules/>

<https://www.pacificsurfliner.com/plan-your-trip/schedules/>

<https://www.goventura.org/vctc-transit/routes-schedules/>

[https://www.cityofcamarillo.org/residents/public\\_transportation/camarillo\\_trolley.php](https://www.cityofcamarillo.org/residents/public_transportation/camarillo_trolley.php)

In 2021, VCTC entered into an agreement with the US Department of Justice pursuant to which certain improvements need to be made to the Camarillo Train Station. Needed improvements include increasing accessibility on routes from the public right-of-way, from public transit, from accessible parking, and from the passenger loading zone due to gaps, remedying abrupt elevation changes and improper slopes, adding detectable warnings at pedestrian/vehicular transition areas, and adding detectable warnings for curb ramps, and improving signage. As the first step in this effort, VCTC commissioned an evaluation of the station. The resulting report by an independent licensed architect (ILA) identifies needed improvements for compliance with applicable requirements of the ADA.

The Los-Angeles-San Diego-San Luis Obispo Rail Corridor (LOSSAN Corridor), the Southern California Regional Rail Authority (Metrolink), the City of Camarillo and VCTC are working together to construct a pedestrian underpass at the station. The underpass will replace the circuitous overcrossing that currently connects the two rail platforms at the station. The new underpass will significantly improve access for rail passengers, particularly those riders with various mobility needs. The Consultant shall coordinate with the City of Camarillo and their consultant to ensure that all plans and/or designs are consistent with the Camarillo Station Pedestrian Undercrossing Project and regarding any impacts either project will have on the other.

**SCOPE OF WORK**

The design phase of this project includes 1) using the Independent Licensed Architect's report to identify improvements that need to be made, 2) preparing plans that include each required action with details sufficient to allow contractors to prepare bids based on them, and 3) prepare documents that VCTC can use to solicit construction bids.

The Consultant shall prepare design plans in accordance with general industry standards. The Consultant will be responsible for any investigations and/or additional work necessary to ensure the design addresses all needed improvements and meets jurisdictional standards pertaining to accessibility-related provisions of the following codes and standards, including but not limited to: federal Section 504/ADA, California Building Code, VCTC standards, City of Camarillo Municipal Code, and Southern California Regional Railroad Authority (SCRRA) standards. The Consultant will also be responsible for coordination with utilities, railroads, and other public agencies, as well as environmental documentation, and project management. More specifically, the Consultant shall work with the ILA (Psomas) to ensure that all results of the Accessibility Evaluation Survey (**see Attachment B and C**) are understood by the Consultant and sufficiently addressed as part of this project.

Please note that since Union Pacific owns the railroad right-of-way, permits and permissions must be obtained from them to access their property. Furthermore, any activity on site that could possibly affect railroad operations must be approved ahead of time and comply with all railroad safety requirements.

The Project Management phase of the project includes:

- Assisting VCTC to prepare bid documents
- Suggesting firms to be placed on the distribution list announcing the opportunity to bid
- Suggesting places to advertise the opportunity to bid
- Assisting VCTC to review the construction bids

### **Task 1 – Project Management**

#### *Task 1.1 – Project Management Through Design Phase*

The Consultant's Project Manager will lead the technical efforts, including providing direction to subconsultants, and overseeing the performance of the overall scope of work, including the following activities:

- Coordination of the development of all deliverables
- Management of the schedule, budget, and resources
- Reporting work progress and schedule updates to VCTC's Project Manager
- Scheduling, coordinating, and providing minutes of Project Development Team (PDT) meetings.
- Quality assurance and quality control

#### Meetings

The Consultant's Project Manager will meet with VCTC bi-monthly, or on an as-needed basis as determined by VCTC, to report on status of deliverables and action items. The Contractor will attend up to six (6) additional focused meetings that can include technical coordination, comment resolution or other topics as determined by VCTC.

#### Project Reporting

The Consultant will provide monthly progress reports as part of the project's monthly invoices inclusive of the following elements:

- Description of the tasks completed
- Description of issues, challenges and concerns
- Summary report of all costs incurred per task/milestone
- Updated project schedule
- Management Issues, including status and action items, and any corrective actions (if necessary)
- 30-day look ahead narrative and description of the upcoming tasks
- Performance measurement analysis including a comparison of planned costs, earned value and actual costs

#### Deliverables:

1. Quality Management Plan
2. Baseline Schedule and Monthly Updates
3. Monthly Progress Reports and Invoices

#### *Task 1.2 – Design Services During Construction*

The Consultant shall support the construction of the project by providing Design Services During Construction (DSDC). This will include bid support services and review of submittals for drawings and reviewing and responding to Requests for Information (RFI) by the selected construction firm. The Consultant shall review and provide a response in a timely manner so as not to delay the construction contractor and/or construction of the project. At the completion of construction, the Consultant shall review, verify, and prepare as-built drawings from the construction contractor mark-ups.

Deliverables:

1. Baseline Schedule and Monthly Updates
2. Monthly Progress Reports and Invoices

**Task 2 – Field Surveys**

*Task 2.1 – Data Review, Site Visit and Section 504/ADA-Compliance Survey*

To make sure the station improvements will be fully in compliance with both the Section 504/ADA standards and current California Title 24 CBC requirements, the contractor will conduct the following:

- Review accessibility evaluation report prepared by Psomas
- Conduct a site visit at the Camarillo station. Review the findings and issues outlined in the report in the field.
- Identify any issues out of compliance with federal Section 504/ADA and California Title 24 CBC codes, including but not limited to, accessibility-related provisions of these codes and standards. Document the findings in relation to this and outline the remedies needed to comply.
- As a result of the field study, the Consultant will provide a report to VCTC that identifies any items that can be addressed quickly, including how to remedy them. If there are items that cannot be addressed quickly, the Consultant shall develop a brief technical memorandum that include recommendations to assist VCTC in addressing them, if necessary.

Deliverables:

1. Comments on Psomas accessibility evaluation report
2. Accessibility Assessment Report of federal Section 504/ADA and California Title 24 CBC codes deficiencies
3. Survey Inventory Database on a flash drive
4. Report on initial items to be addressed

*Task 2.2 – Design Topographic Survey*

The Consultant will perform a design topographic survey to provide sufficient coverage for the Phase 2 improvements. For the purpose of this task, the Consultant may assume that the scope of the Phase 2 improvements will include the non-compliant items identified in the Accessibility Evaluation Report prepared by Psomas in 2021 as well as any items found to not be in compliance with federal Section 504/ADA and California Title 24 CBC codes identified in Task 2.1.

The Design Topographic Survey shall be performed by a Licensed Professional Land Surveyor and will include, but not be limited to:

- Street Center and ROW lines
- Basis of Bearings
- Benchmark
- 1"=20' Scale
- 1' Contours
- All surface features located and labeled.
- Spot elevations labeled on plan (Top curb, flowline, back of walk, finish surface, etc.)
- Precise location of all signage
- Location and caliper existing trees. Show dripline of tree canopy.
- Elevation of existing ballast at each end of platform
- Elevation difference between platform's Foresight (FS) and surrounding Finished Grade (FG).
- Spot elevations and locations of pull boxes, lids, light poles, canopies, etc.

### Deliverables:

- Design Topographic Survey

### **Task 3 – Preliminary Engineering and Final Design**

The overall scope of the improvements encompasses the parking lots and station platforms and includes:

- Restriping of accessible parking stalls, accessible electric vehicle spaces, and associated access aisles
- Striping of additional “temporary” accessible stalls, if any are needed as a result of planned construction activities that will prevent or block access to a portion of existing accessible stalls, including ADA walkways
- Install required signage where deficient, non-compliant or damaged, if not already completed. Installation of new signage for “temporary” accessible stalls, if necessary.
- Striping of all accessible parking stalls, accessible electric vehicle spaces, and associated access aisles in accordance with current CBC Title 24 requirements.
- Reconfiguration and re-grading of areas of the parking lot (including electric vehicle spaces and charging stations), connecting on-site walks and sidewalks, station platform and accessible platforms to bring them into compliance with all applicable accessibility requirements, including federal Section 504/ADA and California Title 24 CBC codes and design standards.

At this time, VCTC anticipates that the scope will be limited to surface improvements such as pavement reconstruction, sidewalk reconstruction, curb and gutter reconstruction, ramp reconstruction, striping, signage, etc. No utility or structures work are anticipated at this time.

The Consultant will develop construction documents and submit the design documents to VCTC at the Preliminary Design (30%) Design, Interim (60%) Design, Pre-Final (90%) Design, Final (100%) Design, and Camera-Ready Design levels based on the improvements identified in the Final ADA Assessment Report (Task 2.1). The Consultant will provide an in-progress submittal of the plans for review by VCTC. Upon receiving VCTC’s notice to proceed, the contractor will advance the design from 30% to 60% Design level and subsequently from 60% to 100%. The design submittal will include plans and a design review comment matrix. Upon receiving comments from VCTC, the contractor will develop response to comments, attend a comment resolution meeting, and update comment matrix as needed.

The Consultant will develop cost estimates that include cost of materials, purchased services and labor hours. As noted in Task 1.2, the contractor will provide design support and coordination efforts to address questions from the construction firm.

### Deliverables

1. Design Plans, Draft and Final
2. Cost estimates
3. Support During Construction

VCTC’s agreement with the Department of Justice calls for project completion by March 15, 2027. Proposer shall include in their proposal a schedule of tasks that will allow VCTC to complete the project by the agreed upon date.

## PROPOSAL REQUIREMENTS

Four (4) hardcopies and one (1) electronic copy in PDF format on USB flash drive of the Consultant's proposal shall be submitted by Friday, December 16, 2022 no later than 4:00 P.M. PST (electronic submissions will not be accepted). Proposals delivered after the stated date and time will not be considered and returned to the proposing firm unopened. Proposals shall be delivered to the VCTC offices at:

Ventura County Transportation Commission  
RFP for Design and Project Management Services –  
Camarillo Train Station ADA Improvements  
751 E. Daily Dr., Suite 420  
Camarillo, CA 93010

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this RFP. All proposals and material submitted will become the property of VCTC and will not be deemed confidential or proprietary. The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record.

This RFP does not commit VCTC to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. VCTC reserves the right to waive any irregularities or informalities contained with the RFP, and/or reject any or all proposals received for this request; negotiate with any qualified source or to cancel the RFP in part or whole. In conducting this RFP, VCTC reserves the right to:

1. Accept, reject any or all submittals, or any item or part thereof .
2. In its sole discretion, to accept the Proposal it considers most favorable to VCTC's interest.
3. Issue subsequent Requests for Proposals.
4. Alter the Selection Process Dates.
5. Remedy technical errors in the RFP process.
6. Request additional information from proposers and investigate the qualifications of all firms under consideration.
7. Confirm any part of the information furnished by a proposer.
8. Obtain additional evidence of managerial, financial, or other capabilities.
9. Approve or disapprove the use of specific subcontractors.
10. Negotiate with any, all, or none of the proposers.
11. Solicit best and final offers from all or some of the proposers.
12. Award a contract to one (1) or more proposers.
13. Accept other than the lowest-priced Proposal.
14. Cancel or withdraw this RFP at any time without prior notice and the VCTC makes no representations that any contract will be awarded to any proposer responding to this RFP.
15. Waive informalities and irregularities in Proposals or the selection process.

**Subcontractors/subconsultants (subcontractors):** The proposer may utilize the services of subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the proposer, proposer is representing to VCTC that proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor without prior written approval of VCTC. The proposer shall be fully responsible to VCTC for the performance of their subcontractors, and of persons either directly or indirectly employed by them.

## Required Proposal Content

The proposal shall not exceed 20 written pages (single side, 8-1/2" X 11" pages, minimum font size of 11 pt.).

1. **Title Page** - Indicate RFP subject, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.
2. **Table of Contents** - Identify the material in the proposal by section and page number.
3. **Letter of Transmittal** - Briefly state the proposer's understanding of the work to be done and commit to perform the work within the specified time period and budget. The letter should be signed by someone authorized to bind the consultant team. Include the names and contact information of all subcontractors. Provide the names and titles of individuals authorized to represent the proposer. Letter should include acknowledgement of all addenda and proposed exceptions to the draft contract (**See Attachment D**). Letter should be no longer than three pages.
4. **Profile of the Proposer** – Describe the firm's resources and provide evidence that it has the ability to complete the work solicited by this RFP in the time frame proposed.
5. **Summary of Proposer's Qualifications** - Describe similar projects performed. Provide a list of at least three references for which similar work has been performed, as well as references for any proposed subcontractors. Sample reports can be summarized here and submitted in an Appendix digitally, if desired. If your firm was a subconsultant, indicate who was the prime consultant and their client. Separate projects where the client was a public agency versus institutional and developer clients. Identify project size by construction cost of the portion of work your firm was responsible for.
6. **Proposed Staffing** – Provide a list of proposed staff, their qualifications and backgrounds identifying the proposed project manager and staff positions for the study. Please include resumes. Indicate what proportion of their time key personnel will devote to this project and include statements that each of those key people have time to meet those obligations. Provide a list of all proposed subconsultants, their background and qualifications, and degree of involvement.
7. **Technical Approach** – Describe how the study is proposed to be conducted, including: data collection and compilation, analysis, consensus building and stakeholder approvals. Describe proposer's approach to each task in the scope of work. Describe project management techniques and strategies to ensure quality and deliver project on time and within budget.
8. **Preliminary Schedule** - Provide a draft schedule for study completion.
9. **Cost Proposal** - Provide a detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time and travel expenses and materials cost. Also include sub-consultant fees, proposed additional scope items, etc. Please also provide hourly rates for additional work that may be needed. The Cost Proposal **shall be submitted separately** from the technical proposal.

## Proposal Evaluation

Proposals will be reviewed by a Consultant Selection Panel convened by VCTC. Interviews, if required by VCTC at its sole discretion, will be held virtually at a link provided by VCTC during the week of January 10, 2023. If interviews are conducted, proposers may be asked to submit additional documentation at or after the interview stage. Each proposal will be scored according to the criteria below and the proposal receiving the highest score will be invited to negotiate an agreement for consultant services. If an agreement for consultant services cannot be reached, VCTC reserves the right to enter into negotiations with the next highest scoring proposer. In addition, VCTC reserves the right to select a proposal without conducting interviews or abandon this RFP. VCTC may also enter into negotiations regarding the work plan, schedule, products to be delivered, wage rates, personnel, cost and fees. Final selection of a consultant and authority awarding the contract to proceed with these services shall be at the sole discretion of the VCTC Board.

VCTC reserves the right to award in whole or in part, by item or group of items, when such action serves the best interest of VCTC.

Proposals will be evaluated according to the following criteria:

20%	Understanding of the work to be done
20%	Experience of firm with similar kinds of work
40%	Quality and experience of staff for work to be done
15%	Knowledge and experience with Capital Improvement Project (CIP) procedures
5%	Overall clarity and presentation of proposal

The Consultant will be selected based on qualifications and demonstrated competence and the contract may not be awarded to the lowest responsible proposer. When selecting the Consultant, the skill and ability of the project team performing the services is a key component of the selection criteria.

### **Request for Proposal Schedule**

VCTC intends to adhere to a schedule in the procurement of and contracting for these services. It shall be understood by all proposers that despite the best intentions of VCTC, delays may ensue and consequently, the schedule could be affected. VCTC shall make reasonable efforts to keep all interested individuals and entities informed as to changes in the schedule. Firms considering responding to the RFP should monitor VCTC's website for changes. Firms that submit a proposal will be notified by email of any change in dates or times.

At the time of issuance of this RFP, the schedule which is anticipated to govern this process shall be as proposed:

- **Request for Proposals released – November 15, 2022**
- **Optional Pre-proposal virtual meeting – November 28, 2022**
- **Written questions due – December 2, 2022**
- **Written responses to questions to be posted to website – December 7, 2022**
- **Proposals are due – December 16 - 4:00 PM PDT**
- **Start of proposal evaluation period**
- **Oral presentations as needed – week of January 9, 2023**
- **Recommendation for Award Presented at VCTC Commission Meeting – March 3, 2023**
- **Contract begins**

The complete Request for Proposal, questions and responses, addendum(s) and the proposal results will be posted on VCTC's website at: <https://www.goventura.org/work-with-vctc/contracts/>

Interested firms are asked to email a copy of any questions regarding this procurement to: Aubrey Smith, Program Manager – Regional Transit Planning: [asmith@goventura.org](mailto:asmith@goventura.org).

Consultant shall review the attached template Consultant Agreement for Professional Services, insurance certificate, and insurance endorsement forms prior to submittal of their proposal. Firms interested in responding to this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. If VCTC is unable to negotiate a satisfactory agreement with the top-ranked proposer, with terms and conditions VCTC determines, in its sole judgment, to be fair and reasonable, then VCTC may commence negotiations with the next most qualified proposer in sequence, until an agreement is reached or determination is made to reject all submittals. VCTC and Consultant may agree to add additional work to the Project work scope by a later agreement. VCTC may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis. Consultant shall address in writing, with their proposal, any comments or concerns about these documents. Comments not received with the proposal will not be considered. Consultant shall be able to meet all conditions and requirements outlined within the agreement prior to approval of the agreement by the Commission.