

**REQUEST FOR PROPOSALS FOR THE
CITY OF SOLVANG
FY 2011-12 GROUP OF PROJECTS**

July 27, 2011

INTRODUCTION

The City of Solvang is proceeding with its Capital Improvement Program (CIP) for Fiscal Year 2011-12. The CIP includes several projects requiring expertise in many different areas of civil engineering. The City respectfully requests proposals from your firm to provide engineering services for the following projects. The projects are generally grouped according to different areas of expertise as indicated below.

Group 1 Projects

1. Sidewalk & Access Ramp Improvement Project. **(Priority 2)** This project involves the construction of sections of infill sidewalk and retrofit of existing curb returns (street corners) with access ramps.
2. Pine Street Surface Drainage Improvement Project. **(Priority 2)** This project involves the construction of curb & gutter, driveway approaches, and pavement improvements to address flooding problems on Pine Street.

Group 2 Projects

1. Oak Street Drainage Improvement Project. **(Priority 1)** This project involves the construction of drainage improvement to address flooding problems on Oak Street.
2. Second Street Storm Drain Capacity Analysis.
3. WWTP Percolation Pond Slope Protection Project. This project involves the construction of bank protection along the Santa Ynez River to prevent further bank erosion and protect the City's WWTP percolation ponds.
4. Well 7A & Access Road - Storm Damage Repair Project. **(Priority 2)** This project involves repairing erosion damage around the Well 7A wellhead and at culvert crossing on access road below the Alisal Road bridge.

Group 3 Project

1. Alisal Bridge Structural Inspection.

Group 4 Projects

1. Sewer Collection System Inspection & Maintenance Program.
2. Sewer System Atlas Map Update.

Consultants may choose to submit proposals for any combination of project groups or all project groups. The City may award one Consultant contract, or as many as four Consultant contracts depending on the proposals received, Consultant qualifications, and available budget. Contracts

will be awarded for project Groups (not individual projects). The scope of services requested for the projects are listed below.

SCOPE OF SERVICES

Group 1, Project 1. Sidewalk & Access Ramp Improvement Project. Tasks 1, 2, 3, 4, 12, 13, 14, 22, and 23.

Group 1, Project 2. Pine Street Surface Drainage Improvement Project. Tasks 1, 2, 3, 5, 6, 12, 13, 14, 22, and 23.

Group 2, Project 1. Oak Street Drainage Improvement Project. Tasks 1, 2, 3, 7, 8, 12, 13, 14, 21, 22, and 23.

Group 2, Project 2. Second Street Storm Drain Capacity Analysis. Tasks 1, 2, and 9.

Group 2, Project 3. WWTP Percolation Pond Slope Protection Project. Tasks 1, 2, 3, 10, 12, 13, 14, 15, 16, 21, 22, and 23.

Group 2, Project 4. Well 7A & Access Road - Storm Damage Repair Project. Tasks 1, 2, 3, 11, 12, 13, 14, 15, 21, 22, and 23.

Group 3, Project 1. Alisal Bridge Structural Inspection. Tasks 1, 2, and 17.

Group 4, Project 1. Sewer Collection System Inspection & Maintenance Program. Tasks 1, 2, 18 and 19.

Group 4, Project 2. Sewer System Atlas Map Update. Tasks 1, 2, and 20.

See also attached exhibits.

ENGINEERING/DESIGN PHASE TASKS

1. Meetings and Coordination. The Consultants project manager and project engineer shall attend a project kick-off meeting and progress meetings throughout the course of the project as recommended by the Consultant. The Consultant shall provide project oversight and coordination as necessary for prompt and successful completion of the contract engineering services.

2. Site Visit, Research and Data Collection. Consultant shall conduct site visit, and take photographs and measurements as necessary. Consultant shall perform the necessary research, and collect, review and analyze all available plans, reports, records, etc. regarding the project as necessary to successfully complete all contract engineering services for the project.

3. Design Survey. Consultant shall prepare design level topographic survey including all relevant surface features and elevations adequate to produce 20 scale base mapping for successful completion of design and construction drawings. Design survey shall include all items that may affect construction cost, and contain adequate elevations such that detailed design cross-sections may be produced where called for in tasks below. Consultant shall submit draft plot of design survey for review and comment by City. Consultant shall address City comments and provide final plot of design survey and electronic copy in AutoCAD 2010.

4. Sidewalk and Access Ramp Improvement Design. Consultant shall prepare the design for the installation of sidewalks on both sides (east and west) of Second Place from Fir Avenue to Laurel Avenue with access ramps as needed at corners. The design shall consist of construction drawings incorporating typical Caltrans drawing standards and related City Standard Details. The design shall include addressing all existing items that may affect construction including, but not limited to encroachments from property owners (such as bushes, fences, walls, trees, and mail boxes), utilities- poles, manholes, boxes, pedestals, fire hydrants, driveway approaches, water meter boxes, valve boxes, and signs. Consultants design shall evaluate the need for removal and replacement of existing sidewalk and driveways that are in poor condition. Provide cross sections if appropriate and redesign of existing improvements if needed to provide proper runoff and flood protection. Nine ADA access ramps will be needed. Six on Second Place, including expanding the existing ones at the NE & NW corners of Maple Avenue, two on Mission Drive at 1556 & 1661, and one at 400 Alisal Road and Oak Street. Drawings shall show all work required for successful installation of sidewalk and ramps. It is envisioned that a minimum of 2 ~ 24"x36" construction drawings will be prepared for the access ramps and sidewalk improvements. The City will supply current preliminary detail drawings for the access ramps on Mission Drive.

5. Maple Avenue Future Extension Preliminary Design. Consultant shall prepare preliminary design, including alignment and grades, for the future extension of Maple Avenue to Pine Street. The preliminary design shall including the future intersection of Maple and Pine, and ensure the proposed drainage improvements along the westerly curb of Pine Street will integrate smoothly with the future extension of Maple Avenue without the need to remove any of the Pine Street drainage improvements described in Task 6 below. It is envisioned that a minimum of one ~ 24"x36" preliminary layout drawing will be prepared.

6. Pine Street Surface Drainage Improvement Design. Consultant shall redesign the flowline grade for the westerly curb of Pine Street, as necessary, from the Laurel Avenue ECR south to the point of the future Maple Avenue BCR based on the future extension of Maple Avenue to Pine Street. Gutter flowline modifications on Pine Street shall provide for smooth transition into preliminary grades established for the future Maple Avenue extension. Consultant shall redesign existing driveways and driveway approaches at 555, 567, 575, 581 and 589 Pine Street such that the grades at the right-of-way line (back of driveway approach) are a minimum of 1" higher than adjacent top of curb grade. Driveway modifications shall extend onto private property as necessary to provide for smooth access for vehicles. Design cross-sections shall be prepared for all driveways to ensure vehicles will not bottom out when entering/exiting driveways. The intent of this project is to prevent storm flow in the gutter from entering these driveways and flowing unto private property.

Design survey shall include survey of the east end of Maple Avenue and portion of Pine Street necessary to complete preliminary design for the extension of Maple Avenue to Pine Street. Design survey shall also extend 40 feet up existing driveways at 555, 567, 575, 581, and 589 Pine Street to accommodate driveway redesign. It is envisioned that a minimum of one ~ 24"x36" construction drawing will be prepared.

7. Hydrology and Storm Drain Calculations (Oak Street). Consultant shall perform hydrology calculations and prepare a hydrology map for the project area illustrating the existing conditions for the 50 year storm for Oak Street between Fifth Street and Second Street. Consultant shall perform hydraulic calculations and develop and evaluate two cost effective alternative solutions to provide an emergency escape route for the storm water ponding at the sump catch basins on Oak Street. To the extent possible, the escape route shall follow the

existing storm drain alignment (easement) running south from Oak Street along the private street Acorn Way and discharge to the existing drainage ditch at the south end of Acorn Way. Possible alternatives include re-grading and re-paving Acorn Way, and adding a trench drain down Acorn Way.

Also, to the extent possible, the overland escape route shall be designed to prevent storm water from ponding above the Oak Street right-of-way line at the catch basins, and prevent storm Water from flooding adjacent properties. Consultant shall prepare brief TM describing calculations, alternatives, and recommended improvements. Consultant shall prepare and include in the TM a preliminary cost estimate for recommended improvements. Consultant shall submit two copies of draft TM for City review and comments, and two copies of final TM, plus electronic copy.

8. Oak Street Drainage Improvement Design. Consultant shall prepare plans and specifications for the recommended Oak Street drainage improvements including but not limited to removal and replacement of one of the existing catch basins to reduce potential for plugging. Construction drawings shall be prepared for the approved alternative as described in Task 7 above. Construction drawings shall also include improvements to bank of drainage ditch at south end of Acorn Way to prevent future erosion. It is envisioned that a minimum of 1 ~ 24"x36" plan & profile drawing and 1 ~ 24"x36" detail sheet will be prepared.

Design survey shall include survey of Oak Street extending 200 feet in either direction from existing catch basins, Acorn Way from Oak Street to existing drainage ditch, and existing drainage ditch extending 50 feet in either direction from where existing Oak Street storm drain discharges.

9. Second Street Storm Drain Capacity Analysis and Preliminary Cost Estimate.

Consultant shall perform conceptual level evaluation of the existing Second Street storm drain system to identify the most cost effective combination of improvements needed to significantly increase system capacity from Mission Drive to outlet approximately 2,000 feet downstream, and drainage inlet capacity on Mission Drive. Consultant shall prepare brief technical memorandum (TM) describing evaluation, findings, and recommended improvements. Consultant shall prepare and include in the TM a preliminary cost estimate for recommended storm drain improvements. Consultant shall submit two copies of draft TM for City review and comments, and two copies of final TM, plus electronic copy.

10. WWTP Percolation Pond Slope Protection Design. At a conceptual level, Consultant shall evaluate alternatives and develop cost effective long-term solution to protect and stabilize river bank upstream of and adjacent to WWTP percolation ponds. Design shall be completed to approximately the 40% level to allow for early submittal of permit applications. Design shall meet California Department of Fish & Game, Army Corp of Engineers, Regional Water Quality Control Board and Santa Barbara County Flood Control District permit requirements. Hard bank protection shall not be used. Design shall include extension of existing WWPT drainage piping to proposed river bank protection measures, and design shall accommodate drainage swale from adjacent ranch pasture. Design shall not be completed until after initial feedback from permitting agencies is received. It is envisioned that a minimum of 6 ~ 24"x36" construction drawings will be prepared including title sheet, plan view drawing(s) at 40 scale, and cross-section/detail sheet(s).

11. Well 7A & Access Road - Storm Damage Repair Design. Consultant shall prepare plan for grading and embankment around Well 7A to protect the wellhead and restore the original grade around the wellhead for an area of approximately 50'x50'. Embankment shall be configured to

minimize risk of future damage to wellhead. Design shall consider other possible improvements that might offer more long term protection to the wellhead. It is envisioned that 1 ~ 24"x36" construction drawings will be prepared for this work.

Consultant shall determine approximate 25-year storm flow for existing Alisal Road storm drain line that discharges above the existing Well 7A access road culvert (on the west side of the Alisal Road bridge). At a conceptual level, Consultant shall evaluate alternatives and develop cost effective solution for more stable long-term access road crossing of the drainage ditch below the storm drain outlet. Possible solutions might include repairing and backfilling at existing culvert, precast box culvert sections, simple bridge, rip-rap drop structures, river crossing, and/or access road realignment. Design shall attempt to accommodate 25-year storm flow from Alisal Road storm drain. It is envisioned that 1 ~ 24"x36" construction drawings will be prepared for this work.

12. Construction Drawings. Consultant shall prepare construction drawings for the project(s) in accordance with the City of Solvang Standards and Specifications, Standard Specifications for Public Works Construction (SSPWC), and other applicable standards. Drawings shall be prepared in AutoCAD 2010 at an appropriate scale, with details and cross sections drawn at appropriate scales. Plans shall be submitted at the 70% and 100% level of completion. Plans shall be prepared on 24"x36" drawing sheets, and/or on 11"x17" sheets as indicated. Two sets of plans shall be submitted for the 70% and 100% reviews. After approval of the 100% plans, seven final sets shall be submitted for City use along with an electronic copy. Engineering calculations shall be submitted as applicable for review and comment by the City. Calculations shall be included with the 70% submittal and shall bear the signature and seal of an engineer registered in the State of California in the appropriate area of expertise.

13. Project Manual (Specifications). Consultant shall prepare project manual for the project(s) in accordance with the City of Solvang Standards and Specifications, Standard Specifications for Public Works Construction (SSPWC), and other applicable standards. Specifications shall be prepared in Microsoft Word, and shall include bid documents, agreement, general provisions, supplementary general provisions, technical specifications (as needed), and section covering measurement and payment by bid item. The City will furnish City standard bid documents and agreement for use by Consultant in compiling project manual. Specifications shall be submitted at the 70% and 100% level of completion. Two sets of specs shall be submitted for the 70% and 100% reviews. After approval of the 100% specs, seven final sets shall be submitted for City use along with an electronic copy.

14. Construction Cost Estimate. Consultant shall prepare construction cost estimate for the project(s) with bid items listed as individual cost line items in the estimate as directed and approved by the City. Two copies of the cost estimate shall be included with the 70% submittals for review and comment by the City. Two copies of final cost estimate shall be submitted with the final submittal of plans and specs along with an electronic copy. Cost estimates shall be prepared using Microsoft Excel.

15. Permits. Consultant shall obtain all necessary permits through the Army Corp of Engineers, California Department of Fish & Game, Regional Water Quality Control Board, and Santa Barbara County Flood Control District as required for the specific project. Consultant shall prepare permit applications, process permits and obtain approvals on behalf of the City of Solvang. Conduct field meetings with all above agencies as required. Consultant shall plan and carry out engineering work on project(s) to expedite process of obtaining permits. Consultant

shall provide both hardcopies and electronic copies of documents prepared and submitted. The City of Solvang will pay for all fees associated with obtaining permits.

16. CEQA Initial Study. Consultant shall conduct field review and complete a CEQA Initial Study checklist for the **WWTP Percolation Pond Protection Project**. Consultant shall submit two copies of draft Initial Study for City review and comments. Consultant shall address City comments and submit two copies of final Initial study plus electronic copy.

17. Bridge Structural Inspection. Consultant shall perform detailed structural inspection of the existing Alisal Road bridge at the Santa Ynez River. (The City has available for Consultants review past Alisal Bridge structural inspection reports prepared by Caltrans.) Consultant shall identify recommended field and laboratory testing including any destructive and non-destructive testing. The bridge is known to have reactive aggregate in the abutments and possibly in other locations. Consultant shall prepare brief technical memorandum (TM) describing inspection/evaluation, findings, and recommended repairs. Prepare and include in the TM a preliminary cost estimate for recommended repairs. Consultant shall submit two copies of draft TM for City review and comments. Consultant shall address City comments and submit two copies of final TM, plus electronic copy.

18. Sewer System Inspection. Consultant shall perform visual inspect of all City sewer manhole interiors and cleanouts, and video inspection of all City sewer lines. Consultant shall develop a simple Excel spreadsheet to record locations of all manholes, cleanouts and sewer lines, inspection findings, and condition assessment (score). Manholes and cleanouts shall be numbered as indicated in Task 19 below. Draft spreadsheet shall be submitted to the City for review and comments prior to implementation. All manholes, cleanouts, and sewer lines shall be rated on a scale of 1 to 5 with 1 being the worst condition and top priority for repair or replacement. Locations and severity of infiltration shall be identified. Manholes and sewer lines that are in relatively good condition and not in need of repair or replacement shall receive a score of 5. The City's sewer system contains approximately 620 manholes, 50 cleanouts, and 42 miles of piping.

19. Sewer System Maintenance Program. Consultant shall prepare a concise 10-Year Sewer System Maintenance Program (Program). Consultant shall develop preliminary level cost estimate data for typical sewer line repair and replacement per linear feet, and for typical sewer manhole repair and replacement. Based on the inspection score, Consultant shall prioritize maintenance work and develop a Program with manhole work performed annually and sewer line work performed every two to five years beginning FY 2013-14. The Program document shall include introduction, discussion of findings, cost estimate information, recommendations, and spreadsheets with facilities data and 10-year maintenance program. Table of Contents shall be developed and submitted for City review early in the process. Three draft copies of the 10-Year Sewer System Maintenance Program shall be submitted for City review and comment. Consultant shall address comments and submit three final copies of the Program along with an electronic copy.

20. Atlas Map Update. Consultant shall prepare up to date, schematically correct Sewer System Atlas Map in AutoCAD 2010. The scope of work shall include, but not be limited to, the items listed below.

1. An index map (covering two sheets) at a scale of 1" = 1000'
2. Approximately 30 ~ 11" x 17" sheets at a scale of 1" = 200'
3. Images oriented with the North arrow pointing to the top of each sheet.

4. Mapping based on County GIS parcel coverage.
5. Each sheet showing any existing manholes, cleanouts, pipes, drop manholes, check valves, rim elevations, inverts, lengths, manhole and pipe diameters and materials in the correct position and location within the easements or right-of-ways. Rim and invert elevations shall be shown to the nearest tenth of a foot.
6. Numbering of manholes and cleanouts.
7. The AutoCAD model shall have each type of material or object on a separate layer. For example: all 6" VCP on a layer and all 6" RCP on another layer and all 8" VCP on another layer, etc., with manholes and cleanouts on separate layers as well.
8. Develop new alpha numeric numbering convention for map sheets based on input from the City.

Consultant shall equip and train City Wastewater Division staff to survey manhole rims and invert elevations to provide this data for the Atlas Map. Sewer System Atlas Map shall be configured to allow future addition of water and storm drain facilities. To the extent possible, Atlas Map shall be structured to allow the new map information to be incorporated into future City GIS system. One sample Map sheet shall be submitted for City review early in the process. Following this, Atlas Map shall be submitted at the 70% and 100% level of completion. Maps shall be provided on 11"x17" sheets as indicated. Two sets of Maps shall be submitted for the 70% and 100% reviews. After addressing all City comments on the Maps and obtaining City approval, seven comb-bound copies, as well as AutoCAD and pdf files of the final Atlas Map shall be submitted. The City will provide the following reference materials to facilitate the production of the new Atlas Map.

1. Existing 1993 Atlas Map in pdf and paper format.
2. City AutoCAD files containing County parcels with access to current County GIS shape files.
3. Existing 1993 Atlas Map Sewer System AutoCAD files, with suggested sheet border and grid layouts (in AutoCAD).
4. General description of new alpha numeric numbering convention.
5. Copies of all existing blueprints and mylars of sewer system record drawings for consultants use.

CONSTRUCTION PHASE TASKS

21. Bidding and Construction Engineering Assistance. Consultant shall attend the pre-bid job walk and respond to contractor questions as necessary during the bidding phase. Consultant shall review and respond to contractor submittals, and respond to requests for information as necessary during construction.

22. Site Visits. Consultant shall conduct at least two site visits at critical stages during the construction to confirm work is proceeding in conformance with the project plans and specifications.

23. Record Drawings. The consultant shall provide record drawings upon completion of the project construction. Changes and modifications incorporated into the constructed work shall be recorded by the contractor and City inspector. Upon completion of construction, red-lined drawings will be provided to the Consultant. Consultant shall prepare and submit to the City draft Record Drawings incorporating the red-line comments. Following the City's review, final mylar Record Drawings shall be submitted to the City. The Consultant shall provide the original

mylars, two sets of 11"x17" prints, and the electronic files in both PDF and AutoCAD 2010 format for all drawings.

Summary of Deliverables:

1. Draft Technical Memos
2. Final Technical Memos
3. Survey notes
4. Preliminary design documents, calculations, reports, and other documents as indicated above
5. 70% complete plans, Maps, specifications, and cost estimate
6. 100% complete plans, Maps, and specifications
7. Final plans, Maps, specifications, and cost estimate
8. Site visit notes
9. Record drawings

PRELIMINARY PROJECT SCHEDULE

<u>Description</u>	<u>Date</u>
1. Proposal due date, 5:00 PM	8/24/2011
2. City Council award of contracts	9/12/2011
3. Notice to Proceed	9/13/2011
4. Project Kick-off meetings	9/14 thru 9/16/2011

The Priority 1 project must be scheduled for immediate completion.

CONTENT OF PROPOSAL

In order to maintain uniformity with all proposals furnished by engineering firms, the proposals shall be limited to a maximum of 20 one-sided pages excluding front and back covers and resumes. Clearly indicate which project **Groups** you are proposing on. Please **do not** include a cover letter. Minimum font size shall be size 11. Proposals are to include the following:

1. **Project Understanding / Scope of Work.** Include a statement of project understanding containing any suggestions to improve the project or special concerns that City staff should be made aware of. Include a detailed scope of work. Highlight any **additional or modified** scope of work tasks you believe will reduce the overall project cost or improve the overall outcome of the project.
2. **Project Team.** Include an organization chart or list of proposed project team members identifying the work to be performed by key team member. Include a brief resume of each team member, describing similar type projects in which they have been directly involved. Identify the Project Manager (PM) proposed for this project. The PM will be the primary contact person with your firm on this project. Sub-consultants shall be identified with the same requirements as for the prime consultant.
3. **Related Experience and References.** Submit a list of similar projects for which your firm has completed the engineering work within the last five years. Information should include: 1) project name and brief project description, 2) your firm's role in the project, 3) client name, 4) client contact person and telephone number, 5) approximate **construction cost**, and 6) year completed. Indicate which two clients you would like to serve as references.
4. **Project Schedule.** Develop a detailed project schedule(s) indicating stages of work, time frames, progress meetings, submittal dates, etc. The schedule(s) should allow adequate time for city review of various submittals. The engineering firm's ability to provide quality services while completing the work promptly is very important to the City.

5. **Lump Sum Fee Proposal.** A separate Fee Proposal shall be provided for each project Group the Consultant intends to propose on. The Fee Proposal(s) shall be submitted in a separately sealed envelope marked with the words "Fee Proposal". If Consultant is proposing on more than one project Group, all Fee Proposals may be included in one sealed envelope. The Fee Proposal(s) will not be opened by the City until after all proposals are reviewed and scored using the enclosed Proposal Evaluation Spreadsheet. The Fee Proposal(s) shall encompass the total project cost including preliminary engineering, final design, and construction phase services as applicable. All tasks shall be assigned separate Lump Sum costs, the sum of which equals the total project cost. The intent is to allow individual project tasks to be billed separately as completed. The Fee Proposal(s) shall reflect all anticipated fee increases during the contract duration.

SUBMITTAL REQUIREMENTS

Please submit four (4) copies of your Proposal with one copy of your Fee Proposal no later than 5:00 PM Wednesday, August 24, 2011. All proposals shall be delivered to Matt van der Linden, Public Works Director/City Engineer, City of Solvang, **411 Second Street**, Solvang, CA 93463. Any questions regarding this request for proposal shall be submitted in writing to Frank Saunders at the address listed above or e-mailed to franks@cityofsolvang.com.

CONSULTANT SELECTION COMMITTEE

The City of Solvang utilized a Consultant Selection Committee consisting of two or three members of the Public Works Department staff. The Consultant Selection Committee will evaluate and score each proposal based on the technical information, qualifications, and fee presented. Proposals will be evaluated based on individual project Groups. Therefore, a Consultant proposing on two or more project Groups may be selected by the City to provide services for one project Group but not another. Reference checks will also be performed. Scores will be determined as indicated in the enclosed Proposal Evaluation Sheet.

ESTABLISHMENT OF FEES

The City will select the top engineering Consultant(s) for each project Group based on the enclosed Proposal Evaluation Sheet. However, the final contract price will be subject to negotiation based on the final scope of work desired by the City and a further breakdown of the lump sum costs submitted in the Fee Proposal(s). Engineering firms shall work with the City to limit the scope of work on the various projects to maintain engineering costs within the City's available budget amounts. In general the City has a tight budget for each project and is looking for cost effective solutions and engineering work.

INSURANCE REQUIREMENTS

The engineering firm shall obtain and maintain during the life of the contract \$1,000,000 of general liability insurance, and \$1,000,000 automobile and worker's compensation insurance. Professional liability insurance in the amount of \$1,000,000 shall be maintained during the life of the contract and for a period of three years after completion of the project. The City of Solvang shall be named as additionally insured and the policy shall not be cancelled or reduced until 30 days after written notice is given to the City. If cancelled, the policy shall be promptly replaced with a new policy meeting City requirements.

PROJECT ASSESSMENT / SITE EXAMINATION

Each engineering firm must inform themselves fully of the conditions relating to each project and the effort and labor required to complete the project, as described above in the Scope of Services, prior to submitting a proposal. Failure to do so will not relieve the firm awarded the project of the obligation to carry out the provisions of the contract.

RIGHT TO REJECT ALL PROPOSALS

The City of Solvang reserves the right to reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise. All costs incurred in the preparation of a proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the respondent. All proposals submitted become the property of the City.