



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE**

**SOUTH STOCKTON PEDESTRIAN HAWK IMPROVEMENTS,
PROJECT NO. WT22048/FEDERAL PROJECT NO. HSIPSL-5008(196)**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **Friday, February 18, 2022**

Written Questions Due: **Friday, March 4, 2022**

Date Proposals Due: **Friday, March 18, 2022**

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified consulting firms to prepare plans, specifications, and estimate for the South Stockton Pedestrian HAWK Improvements, Eight (8) Locations, City Project No. WT22048/Federal Project No. HSIPSL-5008(196).

2.0 BACKGROUND

The City applied for and secured state funds from the Highway Safety Improvement Program (HSIP) Cycle 10 for the design and construction of pedestrian crossing improvements at eight (8) locations shown on the project location map (**Attachment A**). The project will install high-intensity activated crosswalk (HAWK) beacons, intersection lighting, high visibility crosswalks, and frontage improvements. These identified safety improvement measures will increase visibility and pedestrian safety within the crossing locations.

3.0 PROJECT DESCRIPTION

This Request for Proposals (RFP) will provide for the preparation of plans, specifications, and estimate for pedestrian crossing improvements at eight (8) locations in south Stockton. The project proposes to install HAWKs, high visibility crosswalks, signage, striping, and frontage improvements which includes curb, gutter, drainage, sidewalk, and curb ramps. The qualified consulting firms will also prepare the necessary environmental documentation for the project.

The Consultant proposing on this project shall at least be responsible for:

- Design of eight (8) HAWK signals, necessary roadway improvements, and intersection safety lighting per current standards.
- Follow Americans with Disabilities Act (ADA) requirements and provide pedestrian control and access design (wheelchair ramps, drainage, APS, etc.), along with corner improvements for the new HAWK locations. The Consultant shall prepare a curb ramp memo along with assessment of all affected corners for ADA ramps installation. Make recommendations as appropriate for the corners.
- Sign and stripe for new HAWK locations.
- Design of fiber optic network connections for the HAWK locations. This project will place necessary conduits, fiber optics cabling, and pull boxes to connect to the existing fiber optic cables along the corridor for each location. The HAWK must be synchronized with nearest existing traffic signal for each location. The design shall establish communication between the Traffic Management Center (TMC) and the new signal controllers, and video monitoring cameras via single mode fiber line.
- Design drainage and pavement improvements, if required.
- Conduct surveying to prepare and finalized the plans (at least 400 feet in all directions), research record of surveying and fill and sign City's Surveyor Monument

Preservation Forms, **Attachment D**. The survey for design shall also cover overhead utilities.

- Assessment of all underground/overhead utilities within the project scope of work. Potholing to verify all underground utilities.

The Consultant must be familiar with the Caltrans Local Assistance Program Guidelines (LAPG) and Procedures Manual (LAPM). This project may require the expertise of a multidiscipline team consisting of Traffic Engineer, civil, and other required disciplines to complete the full range of required services. The Consultant shall structure a proposal which accomplishes the objectives of the project.

4.0 SCOPE OF WORK

The Consultant shall provide preliminary and final engineer services leading to the completion of plans, specifications, and estimates for construction of the desired improvements. The Consultant shall also provide design support services during the construction phase of the project. The design support will endure through the completion of construction. The field implementation of traffic signals' synchronization/coordination, fine-tuning of the data, and all relevant hardware and software installation to bring the signal system into operation shall be included as part of the design support. The Consultant is encouraged to team with local Consultants and pertinent vendors as much as possible to accomplish all tasks necessary to complete the project and to bring it into full operating condition as intended in design.

If a subcontract for work or services is to be performed, the subcontract must contain all required provisions of the prime contract. Each sub-consultant's cost proposal must follow the same format as the prime consultant's cost proposal. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman, or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth.

The Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this RFP and other information. The Consultant shall provide a cost proposal (separate sealed envelope) and anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the design contract will be awarded in June 2022.

The Consultant would provide project management, coordination, and preparation of all required construction documents. This work will include, but is **not limited to** the following tasks:

4.1 Background Research

The Consultant shall conduct a field reconnaissance of the project area. The Consultant shall review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limits, on-

street parking conditions, and bus route movements. The Consultant shall review collision reports, sight distance, approach speed. The Consultant shall conduct, collect, and review traffic volume, and other geometrical and operational characteristics for the project.

The Consultant shall meet and work with all pertinent utilities to identify utility conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate utility relocations. The Consultant shall coordinate with all utilities in accordance with Caltrans "Manual on High and Low Risk Underground Facility within Highway Rights of Way." The objective is to eliminate any conflicts encountered during construction, which would pose construction delays or claims. Consultant will need to prepare utility letters and project location exhibits; utility requests need to be on City letter head to avoid paying fees for utility information. If potholing is required, this will be the responsibility of the utility company. The Consultant will need to coordinate with the City to the maximum extent possible to route this information to utility companies. Consultant must show all existing utilities that will be impacted or cause impact by the proposed project. Consultant will need to prepare Utility A, B, and C letters and provide copies of utility correspondence for City files.

The Consultant shall identify required permits, prepare permit applications, and assist City with negotiations relative to permit conditions, if required. Permit fees will be paid by the City.

4.2 Environmental Services

The Consultant shall obtain CEQA environmental clearance for the project. The Consultant shall determine environmental requirements that apply to this project. prepare and submit all environmental documents/reports. NEPA clearance is NOT required for this project.

The City will seek coverage under the San Joaquin Multi-Species Habitat Conservation Plan. If coverage is granted, the preconstruction surveys and monitoring will be provided by a Biological firm under contract with San Joaquin Council of Governments. Consultant should plan to provide oversight biological services to ensure that all the permit conditions, mitigation measures, and Incidental Take and Minimize Measure are complied with.

4.3 Utility Coordination

The consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. The Consultant shall prepare documents required to send to utility owners. The Consultant will be present at all necessary meeting with each utility owner. The consultant will be responsible for, but not limited to, the following:

- Prepare a project limits map and request utility information from each utility owner within the area of work.

- Prepare Utility Letter “A” during preliminary design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Information on existing utilities obtained as a result of the “A” letter will be transferred to base maps in both plan and profile view. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Prepare Utility Letter “B” during 65% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 65% plans will be provided to each utility owner as an attachment to the letter. The letter will request that utility owners verify any utility conflicts with proposed improvements and indicate whether any future utilities are proposed in the area that may require accommodation through the improved area. Information on existing utilities obtained as a result of the “B” letter will be used to determine potential utility conflicts and to resolve the conflicts identified. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Prepare Utility Letter “C” during 100% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 100% plans will be provided to each utility owner as an attachment to the letter. The letter will indicate to the utility owners whether any changes have been made to the project plans since the Utility Letter “B” and will request written confirmation of utility relocations and utility relocation schedule. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Consultant shall meet with utility companies as needed to ensure that conflicts are identified, and relocations performed if necessary.
- A potholing for utilities task shall be included.

4.4 Plans, Specifications, and Estimate (PS&E)

4.4.1 Engineering Design PS&E

The Consultant shall prepare complete PS&E documents, which include design improvement plans, specifications, and engineer’s estimate. The plans shall include traffic control plans and detours. PS&E documents shall be prepared according to City’s Standards, Caltrans Standards latest edition, and CA MUTCD latest edition, as appropriate.

Prepare a base map showing existing information to facilitate the design of all the necessary improvements using the City’s latest Benchmark information. The base map limits shall be sufficient to cover all necessary improvements.

The Consultant shall provide an electronic PS&E submittal copy to the City Project Manager containing one set of full-size plans (pdf format), one set of specifications (pdf format), and one engineer’s estimate (pdf format) at the 65%, 95%, and 100%.

design phases to the Engineer for review and comment. The City will make all comments on design submittals via Bluebeam software. With each stage the Consultant shall review comments, incorporate changes into the following submittal, and create a matrix to track all comments.

The Consultant shall provide one electronic copy via Bluebeam (pdf format) copy at 100% design stage for final review prior to plotting mylars and providing final specifications and engineer's estimate.

The Consultant is responsible for the final submittal which incorporates all previous review comments, survey information, technical requirements, right-of-way information, utility verification/protection, minimum contractor qualifications, regulatory agency permits and mitigation monitoring requirements, and any applicable encroachment permit requirements, and City requirements. The Consultant will provide the necessary final PS&E documents in a bid-ready form. The final submittal shall include:

- One complete electronic plan set of reproducible 24"x36" as well as on mylars (after editorial review of 100% plan check via Bluebeam)
- Electronic and hard copy, stamped and signed final specifications (in Word and PDF format)
- Electronic and hard copy, stamped and signed final cost estimate (in Excel and PDF format) Drawing files in AutoCAD and PDF format on a CD or USB.
- Resident Engineer (RE) file on a CD or USB.

The Consultant will provide all correspondence for City files.

4.4.2 Quality Control

The PS&E should be subject to quality control reviews before submittal. These reviews will assure conformance to Caltrans and City Standard criteria as well as minimize typographical omissions. The Consultant will provide a signed Quality Control Checklist at the time of each deliverable submittal.

4.5 Public Outreach

The Consultant shall propose a public outreach plan. For any public meeting(s) proposed, the Consultant shall include the mailing of invitational flyers or postcards; leading the meetings; providing display boards, easels and other materials during the meetings; and answering questions asked during meetings. At a minimum, the public outreach plan shall provide stakeholders with contact information in order to monitor progress, ask questions or seek information about the project.

4.6 Coordination/Meetings

The Consultant shall attend a design kickoff meeting and other sub-subsequent meetings with City, as needed, to finalize the design. The Consultant shall attend a pre-construction meeting, a post construction meeting, a post construction meeting, and meet and assist City staff during construction as required. The Consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, successors, predecessors, and other relevant data. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project. Consultant shall provide City with the updated schedule on a monthly basis.

4.7 Design Support During Construction

The Consultant shall be available to respond to clarifications required during bidding and construction phase of the project. The Consultant shall review submittals, request for information, and change orders during construction. To complete the design, any necessary design modifications during construction are the responsibility of the Consultant at no cost to the City. Consultant shall prepare record "as-built" drawings upon project completion.

The Design Support, shall include, but is not limited to the following tasks:

- Bidding Support
- Respond to Request for Information (RFI)/Clarifications during Bidding and construction
- Review Submittals, assist staff in reviewing contract change orders, and prepare project addenda
- Attend meetings as needed
- Assist the City Inspector with specific design issues during construction
- Prepare record drawings (As-builts)
- Prepare and implement of traffic signal synchronization/coordination and fine-tuning of the data task.

4.8 As-built Drawings

The consultant shall prepare as built drawings upon receipt of red lines from the contractor. Consultant shall produce one complete set of as built drawings in Auto Cad. Changes shall be reflected on the mylars either by hand or a new printed sheet.

4.9 Preserving and Perpetuating Survey Monuments

The Consultant shall identify, list, and show existing survey monuments on construction plans. Consultant shall sign a monument certification form, certifying that all existing monuments surveyed are shown on the plans. Consultant shall file a Corner Record or Record of Survey with San Joaquin County for monuments within the project limits that have not been previously recorded and submit a copy to the City. The Consultant shall include language in the PS&E package to preserve all monumentation affected by the work being performed in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California.

Proposer should review **Attachment D**, Surveyor Monument Preservation Form, as it will need to be signed by the surveyor during design.

4.10 Rights of Entry

Consultant shall assist the City in obtaining rights of entry documentation from property owners where work is required on their property. Consultant shall send out letters to property owners with a right of entry form (provided by the City) and any exhibits needed to adequately portray the work to be done. These documents are meant for minor conform work that is needed to conform the adjacent properties to the final project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on Friday, March 18, 2022, to:

LETICIA SALDIVAR
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**RFP - South Stockton Pedestrian HAWK Improvements**” for the City of Stockton (Project No. WT22048). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted.

Proposers shall also email an electronic copy of the proposal to Leticia Saldivar at Leticia.Saldivar@stocktonca.gov no later than 3:00 PM on Friday, March 18, 2022.

The Cost Proposal must be emailed, **separately from the proposal** to Leticia Saldivar at Leticia.Saldivar@stocktonca.gov. Email subject line shall read, “**RFP – SOUTH STOCKTON PEDESTRIAN HAWK IMPROVEMENTS WT22048**”. Late electronic submittals will not be accepted.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Leticia.Saldivar@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bid flash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required.

Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review **Attachment B**, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Department of Industrial Relations

Please refer to **Attachment B**, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.8 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Local Preference
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 25 double-sided pages with a minimum font size of 10. Proposer shall submit 5 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than thirty-five (35) pages, including resumes and the cover letter.

Late submittals or submittals of additional information after the due date will **not** be accepted.

6.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The proposal should include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes

6.5 Project Understanding

Describe your understanding of the needs of the South Stockton Pedestrian HAWK Improvements, Federal Project HSIPSL-5008(196), WT22048.

6.6 Detailed Work Plan

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the

activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

6.7 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project.

6.8 References

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

6.9 Schedule

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

6.10 Local Preference

Proposer shall include a statement and supporting information addressing the use of local consultants and/or businesses on the project. Information shall include consultant/business locations relative to the City of Stockton and the cost proposal shall provide the portion of the total fee and percentage that will be expended by proposed local preference consultant/businesses working on the project.

6.11 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fee for all costs to complete all the tasks.

The cost proposal must be in a sealed envelope separate from the proposal.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	February 18, 2022
Written Questions submitted by	March 4, 2022
Response to Written Questions	March 10, 2022
Proposals Due	March 18, 2022
City Council Approval	June 2022

7.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualifications and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See **Attachment C**). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses.

7.2 Negotiations

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, Then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected consultant will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to **Attachment B**, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Vicinity Map

Attachment B – Instructions to Proposers

Attachment C – Evaluation Scoring Sheet

Attachment D – Surveyor Monument Preservation Form