



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE**

**PERSHING AVENUE SEWER TRUNK REHABILITATION,  
PROJECT NO. UW22003**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: Monday, February 7, 2022

Written Questions Due by: Tuesday, February 21, 2022

Date Proposals Due: Monday, February 28, 2022, by 3:00 PM

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## **1.0 INTRODUCTION**

The City of Stockton (City) is soliciting proposals from qualified firms to provide professional engineering services to prepare plans, specifications and estimate (PS&E) leading to the upsizing of the existing 36" sewer trunk main on Pershing Avenue between Lincoln Road and Meadow Avenue to a 42" sewer trunk main.

The City proposes to engage the services of a Consultant to determine the rehabilitation measures and alternatives leading to the preparation of PS&E.

## **2.0 BACKGROUND**

The sanitary system deficiency improvements program is designed to address capacity deficiencies and corrosion problems of existing sewer trunk lines that are deteriorating with the crown of pipe cracking and/or have the potential for structural failure.

## **3.0 PROJECT DESCRIPTION**

The project includes the replacement of approximately 894 feet of existing 36-inch diameter sewer line along Pershing Avenue between Lincoln Road and Meadow Avenue (See **Attachment A** – Vicinity Map).

## **4.0 SCOPE OF WORK**

Each consultant shall prepare a detailed scope of services based, in part and at a minimum, on information presented in the Request for Proposals, and other available information. Consultants are encouraged to include items that are felt necessary for this project.

### **4.1 Background Research**

The Consultant shall research and review existing topographic mapping, right-of-way maps, "as-built" plans, record maps, surveys, assessor maps, improvement plans, and other characteristics for the project. The Consultant shall conduct field reconnaissance of the project limits. The Consultant shall also conduct field surveys that include collecting topographic information and locating and referencing any survey monumentation to be compromised by the project.

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

The Consultant will need to prepare utility letters and project location exhibits. Utility requests need to be on a City letterhead to avoid paying fees for utility information. Consultants shall also coordinate and identify existing utilities that will be impacted by the proposed project, and Consultants will need to coordinate with the City to the maximum extent possible to route this information to utility companies.

The Consultant shall provide utility locating services such as potholing or ground penetrating radar to locate all underground utilities and incorporate the results into the design or arrange for relocation if necessary.

The Consultant shall review City maintenance records, available upon request. Permit fees will be paid by the City. The Consultant shall review existing CCTV inspection reports and videos to consider what method of pipe rehabilitation will be recommended by Consultant. CCTV inspection reports and videos will be made available to the selected Consultant.

#### **4.2 Environmental Services**

Consultant shall determine environmental requirements that apply to this project. Consultant will be responsible for preparing and submitting all environmental documents required to complete the project. The City of Stockton (City) will be responsible for paying all fees associated with environmental permitting.

#### **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 will be present at all necessary meetings 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 50% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets

of half-sized 50% 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.
- Consultant shall provide utility locating services (i.e., potholing) to determine the approximate vertical and horizontal location of any existing utilities that will potentially impact the project improvements.

#### **4.4 Plans, Specifications, and Estimate**

##### **4.4.1 Design Report**

The City of Stockton is updating the 2008 Wastewater Master Plan. The selected Consultant shall coordinate with the planning process of the new Wastewater Master Plan to ensure that the improvements for this project are incorporating the latest plans.

The Consultant shall prepare a preliminary design report (Report) to provide a basis of design for the project and recommend replacement measures to address capacity deficiencies and corrosion problems.

The Consultant shall review the existing CCTV inspection reports and videos to locate manholes and determine the locations of laterals. There are no manhole inspection reports. The Consultant must coordinate with City to access each manhole once selected. Existing CCTV inspection

reports and videos of the sewer main line will be made available to the selected Consultant. Note that only information that exists in City files can be provided to the Consultant. There may be limited or missing records of videos within the sewer line segment.

The Consultant shall recommend replacement measures and shall be as specific as possible including product names, etc. The Report shall also include recommendations on flow bypass, environmental mitigation measures (if necessary), identification of service lateral and manhole locations (and any relocations that may be necessary), impacts to customers and residential neighbors, required permits and their requirements, and a preliminary cost estimate. These criteria shall be used to make a final recommendation on the design.

Costs for all recommended rehabilitation/replacement measures and alternatives shall be included in the Report. Costs shall include all engineering, design, construction, permit acquisition, environmental mitigation measures (if necessary), etc. to completely carry out the recommended measure for replacement of the pipe.

The Consultant shall provide two (2) hard-copies and one (1) electronic version (pdf) of the Draft Report and incorporate comments upon review by the City. The review comments generated by the City shall be itemized and a written response to each comment shall be prepared in a comment matrix. The comment matrix shall be attached as an appendix of the Final Report. The Consultant shall provide two (2) hard-copies and one (1) electronic version (pdf) of Final Report.

#### **4.4.2 Engineering Design – PS&E**

The Consultant shall prepare complete PS&E documents, which include design improvement plans, traffic control plans, bypassing plans, specifications, and engineer's estimate. The traffic control plans, and bypassing plans will be incorporated into the design improvement plans as actual design sheets (technical specifications will be included in the specifications). PS&E documents shall be prepared according to City's standards and current CA MUTCD, 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 one electronic (PDF format) copy to the City Project Manager, one set of specifications, and one engineer's estimate at the 50% and 90% design phases to the Engineer for review and comment. Consultant shall review comments, incorporate changes into the following submittal, and create a matrix to track all comments.

The Consultant shall provide one electronic (PDF format) copy at the 100% design stage for final review prior to the City Engineer's approval and provide 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, 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
- Printed, stamped, and signed final specifications (also in Word and PDF format)
- Printed, final cost estimate (stamped and signed, in Excel and PDF format),
- Drawing files in AutoCAD and PDF format on a flash drive
- Resident Engineer (RE) file on a flash drive

The Consultant will provide all correspondence for City files.

#### **4.5 Public Outreach**

The Consultant will need to prepare **all** public notices along with right-of-entry letters to access private properties during field reconnaissance. All access and coordination to residential neighborhoods will be acquired by Consultant. The Consultant will need to identify impacts to all residences and businesses and present mitigation measures on the design improvement plans. This includes, but

is not limited to: service interruptions, property encroachments, access restrictions, potential damage to property, etc. The Consultant will provide copies of all utility correspondence, public notices, and right of entry letters for City files.

#### **4.6 Coordination/Meetings**

At a minimum, the consultant shall attend a project kickoff, design, and a pre-construction meeting. The Consultant shall establish a clear and consistent communication with the City to discuss progress of design. The Consultant shall attend meetings (or conference call) with City as needed to discuss and finalize the design. The Consultant shall provide meeting minutes for all meetings. This does not include investigative and/or field meetings that the Consultant will need to conduct to execute the intent of the project. The Consultant is responsible for coordinating and meeting with all utility companies and impacted agencies, and Lincoln Unified School District as needed for the project to resolve all project issues.

#### **4.7 Design Support During Construction**

Consultant shall be available and respond to questions concerning the plans, specifications and estimates prior to bid opening and prepare contract addenda and letters of clarification. The Consultant shall provide supplemental project drawings as needed. Design changes needed due to error or omission shall be provided at no additional cost to the City.

The Consultant will provide Engineering Services as required during construction. The following are the minimum required services that will need to be included in the Scope of Services:

1. Attending the pre-construction meeting;
2. Reviewing shop drawing submittals;
3. Responding to requests for information (RFIs);
4. Preparing clarification sketches;
5. Performing field observations during construction period; and
6. Preparing Record Drawings based upon Contractor field “as-builts”.

#### **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 AutoCAD. Changes shall be reflected on an electronic copy in PDF format.

#### **4.9 Preserving and Perpetuating Survey Monuments**

The Consultant shall identify, list, and show existing survey monuments on construction 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 Professional Code of the State of California.

The Consultant shall fill out the Acknowledgement of Monument Preservation form and submit to the City (**Attachment D**).

#### **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, service interruptions, property encroachments, potential damage to property, etc. that is needed.

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 Proposal Submissions**

Proposals shall be submitted no later than 3:00 PM on Monday, February 28, 2022 to:

TRAVIS PAZIN  
CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The proposals should be firmly sealed in an envelope and be clearly marked on the outside with "PERSHING AVENUE SEWER TRUNK REHABILITATION" for the City of Stockton (**Project No. UW22003**). The suggested fee for the service shall be submitted in a separate sealed envelope. Late Proposals will not be accepted.

Proposers shall also email an electronic copy of the proposal to Travis Pazin at [Travis.Pazin@stocktonca.gov](mailto:Travis.Pazin@stocktonca.gov) no later than **3:00 PM on Monday, February 28, 2022**.



**The Cost Proposal must be emailed, separately from the proposal, to Travis Pazin at [Travis.Pazin@stocktonca.gov](mailto:Travis.Pazin@stocktonca.gov).**

Email subject line shall read, “**RFP – PERSHING AVENUE SEWER TRUNK REHABILITATION UW22003**”. 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:

[Travis.Pazin@stocktonca.gov](mailto:Travis.Pazin@stocktonca.gov)  
cc: [Dawn.Clement@stocktonca.gov](mailto:Dawn.Clement@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 proposal:

- A. Evidence of collusion among proposers
- B. Any attempt to improperly influence any member of the evaluation panel
- C. A proposer’s default or breach of contract in previous work that resulted in termination of that agreement and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- E. Any attempt to communicate in any manner with the City of Stockton elected official during the RFP/bid process will, and shall be, just cause for

disqualification/rejection of proponent's proposal/bid submittal and considered non-responsive.

- F. No person, firm, or corporation shall be allowed to make a 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 (Three for the firm, two of which are familiar with the proposed team)
- Schedule (Microsoft Project schedule, with key dates, milestones, critical path)
- Cost Proposal (**emailed separately**)
- Local Preference (Statement and Supporting Information)

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10 on an 8.5"x11" sized document. Proposer shall submit three (3) bound sets of the proposal. Proposer shall also submit an electronic copy of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 30 pages (double sided), including resumes and the cover letter.

### **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 and percent availability of each team member.

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 Pershing Avenue Sewer Trunk Rehabilitation, Project No. UW22003.

#### **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. The selected consultant shall be expected to begin work within two weeks of contract signing.

## **6.10 Cost Proposal**

Proposers shall email a cost proposal, separate from proposal, Travis Pazin at [Travis.Pazin@stocktonca.gov](mailto:Travis.Pazin@stocktonca.gov). Identify all key members, including subconsultants 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 required tasks.

## **7.0 PROPOSAL EVALUATION**

The Consultant Selection process will follow the approximate timeline shown below:

<b><u>Event</u></b>	<b><u>Date</u></b>
Post Request for Proposals	February 7, 2022
Written Questions submitted by	February 21, 2022
Response to Written Questions	February 23, 2022
Proposals due	February 28, 2022
Negotiations	March 2022
Anticipated City Council Approval	May 2022

Dates are tentative.

## **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualification- 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. 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. Please allow for three weeks to evaluate proposals.

## **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 – Acknowledgement of Survey Monument Preservation Form**