



**REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR THE
OAK PARK SENIOR CENTER PARKING LOT RESURFACING
PROJECT NO. WD22012**

Issued by:
City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, CA 95202-3717
(209) 937-8411

Date Issued: June 29, 2022

Deadline for Submissions: July 20, 2022

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Project Manager (209) 937-8885
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If you are interested in submitting a Proposal, please read this document in its entirety and follow all instructions for submission.

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) requests a Technical Proposal from qualified consultant firms to provide professional consulting services to design the Oak Park Senior Center Parking Lot Resurfacing, Project No. WD22012. The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates to construct the planned improvements.

2.0 PROJECT BACKGROUND

The Oak Park Senior Center, located at 730 East Fulton St, is a facility that hosts several robust Senior programs, events, and classes. The parking lots adjacent to the center have deteriorated and require pavement improvements (Attachment A – Vicinity Map).

3.0 PROJECT DESCRIPTION

The project will resurface the parking lots at the Oak Park Senior Center. The design consultant shall assess existing pavement conditions and provide the City with recommended resurfacing options for the parking lot. The design shall be done within the allotted budget for the project. Construction is anticipated to be completed in summer 2023, weather permitting.

The project is in conformance with the City's General Plan, pursuant to California Government Code Section 65402, and is exempt from the requirements of CEQA as specified under Article 19, Section 15301, Class 1, of the CEQA Guidelines. Therefore, this project is anticipated to be granted a Categorical Exemption. This project is considered a discretionary project under the City's jurisdiction and qualifies as a project that does not significantly affect the environment.

The Oak Park Senior Center Parking Lot Resurfacing project will continue the City's efforts to maintain parking lot.

4.0 SCOPE OF WORK

The Oak Park Senior Center Parking Lot Resurfacing project will resurface the parking lot adjacent to the senior center. The project scope includes: preservation of all existing survey monuments, repair of base failures, pavement patch/leveling; installation of new pavement markers and striping, adjustment of existing utilities to pavement finished grade, installation of traffic detector loops, installation of ADA compliant curb ramps as necessary and removal and reconstruction of the failed curb, gutter and sidewalk segments.

Consultants shall also incorporate in their design a plan that will address positive drainage. The Consultant shall identify any site constraints and/or physical limitations/conflicts with the proposed design intent and make recommendations to address such issues through the design process. Consultants are encouraged to include items that are thought necessary for

this project.

4.1 Background Research

The Consultant shall research and review existing topographic mapping, photos, right-of-way maps, "as-built" plans, record maps, surveys, assessor maps, improvement plans, and other characteristics for the project. The consultant shall also conduct field surveys that include collecting topographic information and locating and referencing any survey monuments that the project might compromise.

The Consultant shall work with all pertinent utilities to identify 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 Consultant shall provide deadlines to all utility companies for final correspondence.

The Consultant must coordinate with utility companies to the maximum extent possible, show all existing utilities that will be impacted or cause impact by the proposed project and provide copies of utility correspondence for City files.

The Consultant shall provide recommendations for the safe design and pedestrian improvements, including wheelchair ramps, curbs, gutters, and sidewalks per City Standards, etc.

4.2 Environmental Services

City staff shall file a Notice of Exemption under the California Environmental Quality Act (CEQA) for the Oak Park Senior Center Parking Lot Resurfacing project.

No environmental services are required as part of this proposal.

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 work area.
- Prepare Utility Letter "A" during the 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 from the “A” letter will be transferred to base maps in both plans 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.

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

The Consultant shall prepare complete PS&E documents, including design improvement plans, traffic control plans, technical specifications, and engineer’s estimate. The PS&E shall be prepared according to the City’s latest standards and current CA MUTCD, as appropriate. In addition, the consultant shall prepare a base map with aerial photos showing existing information to facilitate the design of all the necessary improvements. The base map limits shall be sufficient to cover all necessary improvements within the project area.

A. Design Process - Intermediate Reviews

Improvement plans for access improvements, striping and signage, drainage, electrical, erosion control, and or water pollution prevention and any other plans such as striping, roadways, and other miscellaneous plans shall be submitted for review to the City at the **65%, 99%, and 100%** design stage.

The Consultant shall provide one electronic (pdf format) copy to the City Project Manager, one set of specifications (pdf format), and one engineer's estimate (pdf format) at the 65% and 99% 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.

B. Final PS&E (100% COMPLETE)

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 incorporating 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 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 stamped and signed final specifications (in Word and PDF format)
- Electronic stamped and signed final cost estimate (in Excel and PDF format)
- Drawing files in AutoCAD and PDF format on a flash drive.

C. Quality Control

The PS&E will be subject to quality control reviews by the consultant prior to submittal. These reviews will assure conformance to City and Caltrans Standards. **The consultant will provide a signed Quality Control Checklist at the time of each deliverable submittal.**

4.5 Coordination/Meetings

The Consultant will need to prepare all public notices, identify impacts on all residents 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.

4.6 Coordination/Meetings

At a minimum, the consultant shall attend a project kickoff, design, and a pre-construction meeting. The Consultant shall establish clear and consistent communication with the City to discuss progress of design. The Consultant shall attend meetings (or conference call) with the 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 Consultant will need to conduct to execute the intent of the project.

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.

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. Preparing Record Drawings on mylars based upon Contractor field "as-builts".

4.8 As-built Drawings

The consultant should prepare "as-built" drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of "as-built" drawings in AutoCad. Changes should 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, tie out survey monuments, and show existing survey monuments on construction plans. Consultant shall file all pre-construction Corner Records or Records of Survey with San Joaquin County and submit a copy to the City. The Corner Records or record of Survey shall show monuments within the construction area reasonably subject to removal or disturbance not shown on a recent record document. The Consultant shall include language in the PS&E package to preserve all survey monuments 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. The Consultant shall sign the Acknowledgement of Monument Preservation form (Attachment E – Acknowledgement of Monument Preservation).

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than **3:00 PM, on Wednesday, July 20, 2022** to:

PUBLIC WORKS
CITY OF STOCKTON
ATTN: THINH PHAN
22 E. Weber Ave, Room 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope, clearly marked on the outside “**Oak Park Senior Center Parking Lot Resurfacing**” for the City of Stockton (**Project No. WD22012**). The cost proposal must be submitted in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be emailed to Katrina Cooper at Katrina.Cooper@stocktonca.gov and Think Phan at Think.Phan@stocktonca.gov. This electronic submittal should **not** include the cost proposal.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Further, the City reserves the right to reject any proposals or waive any informality or irregularity in a proposal as is in the City's best interest.

5.3 Examination of Proposal Materials

The proposal submission shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the proposal's provisions shall be considered after its submission on the grounds that the proponent was not fully informed of any fact or condition.

5.4 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be made in writing and deliverable to:

think.phan@stocktonca.gov

Such request for clarification shall be delivered to the City via email at least seven (7) business days prior to the date for receipt of proposals. If a response warrants an addendum, it will be made in the form of an Addendum to the RFP and posted on the City's website Bid Flash page (no later than two calendar days prior to the due date), and will become a part of the RFP. It is the Consultant's responsibility to check the City's website for any addendums or responses to questions related to the RFP.

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

5.5 Causes for Disqualification

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

- 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 the 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/Proponent's 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.

5.6 Licensing Requirements

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent. A City of Stockton business license is required for this project. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.7 Insurance Requirements

Proponent, at proponent's sole cost and expense and for the full term of the agreement or any extension, shall obtain and maintain all of the insurance requirements listed in **Exhibit C, Instructions to Proposers Local Funded Contracts/Insurance and Indemnification Requirements**. All policies, endorsements, and certificates shall be subject to the City's Risk Manager's approval as to form and content.

5.8 Term of Project

Project Design must be completed by **January 30, 2023**. Consultant shall provide a design delivery schedule using Microsoft Project or Primavera (P6) format to the City of Stockton.

5.9 Department of Industrial Relations

Please refer to **Exhibit C, Instructions to Proposers Local Funded Contracts/Insurance and Indemnification Requirements**, for registration requirements with the Department of Industrial Relations.

5.10 Product Ownership

Any documents resulting from the contract will be the property of the City. This includes public relations flyers and materials if the proponent's supplier(s) and/or subcontractor require the use of a licensed, patented, or proprietary process or materials.

6.0 REQUIRED PROPOSAL CONTENT

The proposal **shall contain the following, at a minimum:**

- Cover Letter
- Table of Contents
- An Executive Summary
- Project Team
- Project Understanding and Approach
- Detailed Work Plan
- Key Personnel References
- Project Work Matrix with estimated hours
- Project Schedule
- Local Preference
- Cost Proposal (**separate sealed envelope**)

The body of the technical proposal should not exceed **25 double-sided (8½" x 11") pages, with a minimum font size of 10 and each page numbered**. One (1) original and four (4) copies of the proposal shall be submitted. Include a flash drive containing the proposal in PDF format.

This maximum allowable length is exclusive of any folder, cover, or section dividers. Costs for preparing a proposal are entirely the responsibility of the Consultant and shall not be chargeable in any way to the City.

The body of the technical proposal shall include, but not be limited to, the following minimum information:

6.1 Cover Letter

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

6.2 Table of Contents

The Proposal shall 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 area of expertise needed to complete the project successfully. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability of the 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.
- Ability to track team hours worked and provide invoices in a timely manner.
- Provide Project Team Resumes (Resumes shall be included in an Appendix and will not be counted as part of the 25 double-sided page limit).

6.5 Project Understanding and Approach

Describe your understanding of the Oak Park Senior Center Parking Lot Resurfacing needs for the City.

6.6 Detailed Work Plan

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

6.7 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 services that were provided to the client.

6.8 Project Work Matrix

Identify all key team members, including subcontractors, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task.

6.9 Project Schedule

The selected Consultant shall be expected to begin work within two weeks of Notice to Proceed. Awarded Consultant shall complete entire design by **January 30, 2023.**

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 a baseline, tasks, duration, milestones, assignments, critical paths, and other relevant data. The Consultant is encouraged to develop additional project schedule details and suggest changes within the basic constraints of the program. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

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 in a separate sealed envelope. 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 contract shall not be in force until the Council approves the contract and the City Manager signs it. Work performed before issuance of a Notice of Proceed cannot be paid by the City.

7.0 PROPOSAL EVALUATION AND CONSULTANT/ORGANIZATION SELECTION

This Request for Proposal is not an offer by the City to contract but is an invitation to interested parties to make an offer, which the City may accept or reject at its discretion.

7.1 Consultant Selection Schedule

The Consultant selection process will follow the timeline shown below.

Post Request for Proposals	June 29, 2022
Written Questions Submitted by	July 12, 2022
Response to Written Questions	July 15, 2022
Proposals due	July 20, 2022 (3:00 PM)
Negotiations/Final Scope	August 2022

7.2 Proposal Evaluation

A selection committee will evaluate proposals. The evaluation is a cost and qualifications-based process so that ranking will be heavily weighted toward the Consultant's approach to the project and experience in areas critical to the project.

7.3 Negotiations

Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a Consultant services contract with the City of Stockton

The Project Work Matrix will be used as a starting point to negotiate a professional services contract. 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 consulting firm, and negotiations will be opened with the second-ranking firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected Consultant will be requested to enter into a professional services contract with the City. Consultants should direct attention to **Exhibit C, Instructions to Proposers Local**

Funded Contracts/Insurance and Indemnification Requirements which outlines the City's requirements for insurance and indemnification. It is expected that the successful proposer will accept the terms and conditions of the professional services contract *as is*, without modification.

The prospective Consultant is also advised that the contract will not be in force until it is approved and fully executed by the City Council. In addition, the Consultant will be required to satisfy all insurance certification and Stockton business license requirements prior to the issuance of a Notice to Proceed. Work done before the issuance of a Notice to Proceed cannot be billed to the City.

8.0 PROJECT INVOICING AND METHOD OF PAYMENT

The Consultant shall submit payment requests monthly. Payment requests shall include a detailed invoice of the costs incurred, a progress report (no more than one page), and an updated schedule (if changes have been made). The invoice and progress report should provide enough detail to define the amount of work being billed and to allow an evaluation of the percentage of work accomplished with respect to the budget expenditures made to date.

Payment will be made within thirty days after invoices are received and accepted by the Project manager. Invoices are to be rendered monthly. Compensation shall be paid no more frequently than once per month on a time and materials basis with a maximum not-to-exceed amount paid for total work completed.

ATTACHMENTS

ATTACHMENT A - Vicinity Map

ATTACHMENT B – Current Photos

ATTACHMENT C – Instructions to Proposers

ATTACHMENT D - Evaluation Scoring Worksheet

ATTACHMENT E – Acknowledgement of Monument Preservation