



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR**

**Oakmore and Montego Park  
City Project No. WP13254**

**and**

**Cannery Park Neighborhood Park (7.48 Acres)  
City Project No. WP22013**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **Thursday, October 26, 2023**

Date Proposals Due: **Wednesday, November 29, 2023, 3:00 PM**

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## 1.0 **INTRODUCTION**

The City of Stockton (City) is requesting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and construction cost estimate for the Oakmore and Montego Park and for the Cannery Park (7.48 acre) park site. Professional services will also include design support during bidding and construction.

A selection committee will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, and other relevant information. Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a Professional Services Contract with the City of Stockton.

## 2.0 **BACKGROUND**

1. Oakmore and Montego Park is located at the southeast corner of Shady Forest Way and El Pinal Drive (**Attachment A – Oakmore and Montego Park Vicinity Map**). This is a 6.03-acre site consisting of two adjoining parcels (4.98 acres and 1.05 acres). There are water and storm utility connecting points off of Palermo Street. There is an existing master plan design with full construction drawings for the entire site. Funding for construction comes in part from Parkland Public Facility Fees paid by the adjacent home developers and does not include any State or Federal funding.
2. Cannery Park (7.48 acres) site is located at the northeast corner of Zaccaria Way and Riccardo Drive. It consists of two adjoining parcels (6.5 acres and 0.98 acres). (**Attachment B – Cannery Park (7.48 Acres) Vicinity Map**). This is an undeveloped site with only curb, gutter, water and storm drain extensions installed (to both parcels). Funding for construction comes in part from Parkland Public Facility Fees paid by the adjacent home developers and does not include any State or Federal funding.

## 3.0 **PROJECT DESCRIPTIONS**

1. Oakmore and Montego Park is undeveloped but there exists a site master plan and comprehensive construction drawings for the entire site (see **Attachment C - Oakmore Montego Park Site Conceptual Master Plan** and **Attachment D - Oakmore Montego Park Construction Drawings**). These drawings were completed in 2011 but bidding and construction were postponed due to budget constraints. At the time the drawings were prepared there were no street frontage improvements around the north, south and west sides of the park site, and no homes. Construction documents will need to be compared with current City park development

materials standards, and current site conditions, regulations and ordinances and updated as necessary. Furthermore, since there are now occupied homes around the undeveloped park site, the master plan will need to be presented to local residents for input with the understanding it is subject to modification and subsequent related changes to the construction drawings.

2. Cannery Park (7.48 acres) includes master planning of the park (including public meetings) and preparation of comprehensive construction documents for this undeveloped neighborhood park site in the Cannery Park Subdivision. Improvements to include open turf areas, playgrounds, group picnic shelter, benches, picnic tables, drinking fountains, trash receptacles, a looped concrete pathway with pathway lighting, dog mitt dispensers, open turf areas, minimal waterwise landscaping, Calsense central control irrigation, and other site amenities and respective infrastructure.

#### **4.0 SCOPE OF WORK**

The Consultant shall provide preliminary and final engineering 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. Design support will endure through the completion of construction. The Consultant is encouraged to team with local consultants as much as possible to accomplish all tasks necessary to complete the project.

The Consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing the latest version of Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data. The project schedule shall be maintained and updated monthly throughout the Plans, Specifications and Estimates (PS&E) phase of the project.

Each consultant shall prepare a detailed scope of services based, in part and at a minimum, on information presented in this Request for Proposal (RFP) and other available information. The Consultant shall provide a cost proposal (separate sealed envelope) and anticipated schedule, which accomplishes the objectives of the project. Consultants are encouraged to include items that they deem necessary for this project.

The work will include, but not limited to the following tasks:

##### **4.1 Background Research**

The Consultant shall review the existing topographic mapping, right-of-way

maps, “as-built” plans, record maps, surveys, assessor maps, improvements plans, and the preliminary project improvements. The Consultant shall conduct field reconnaissance of the project limits. The Consultant shall also conduct field surveys that include collecting topographic information, locating, and referencing any survey monumentation that may be compromised by the project.

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

The Consultant will provide copies of all utility correspondence, and public notices for City files.

#### **4.2 Environmental Services**

Environmental services for these projects are not anticipated. These projects have been determined to be “Categorically Exempt” under the California Environmental Quality Act (CEQA), Section 15301 & 15332. The City will file a Notice of Exemption for each project with the Office of the Recorder - County Clerk.

#### **4.3 Utility Coordination**

The Consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. Utility coordination shall include use of PG&E’s online web portal to assign the project to a PG&E project manager and coordinate all PG&E related work with the assigned project manager. 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.
- Consultant shall mark out for Underground Service Alert (USA) and pothole all utilities located in and near proposed improvements. The Consultant will survey all utility locations and update utility information on the plans (plan and profile) based on information obtained by potholing and USA. Consultant will provide the City a Utility Potholing report which will include the following information for each utility: picture, location, facility type, material, size, and depth.
- 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.

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

The Consultant shall prepare complete PS&E documents, which include but are not limited to, design improvement plans for demolition, clearing and grubbing, grading, striping, electrical, irrigation, drainage, paving, park signage and monumentation, staging, erosion control, and other civil details as well as specifications and an engineer’s estimate. The PS&E shall be prepared according to the City’s and other appropriate standards. In addition, plans and any related documents shall also be prepared in compliance with the State Model Water Efficient Landscape Ordinance as administered by the City Permit Center. The Consultant shall conform the

design to comply with Americans with Disability Act (ADA). The Consultant shall prepare a base map 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.

The Consultant shall provide the City one electronic (.PDF) copy of the plans, one set of specifications (.PDF, MS Word), and one engineer's estimate (.PDF, MS Excel) at the 30%, 50%, and 95% 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) copy at 100% design stage for final review prior to plotting mylars, and providing final specifications and engineer's estimate. 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" 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 USB drive
- Resident Engineer (RE) file on a USB drive

The Consultant will provide all correspondence for City files.

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

After completion of construction, Consultant will incorporate the red lines (provided by contractor) into an as-built set on re-signed mylars. The Consultant shall provide electronic copies of the as-built sheets.

#### **4.5 Coordination/Meetings**

At a minimum, the consultant shall attend a project kickoff, design, and 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 agendas and 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.

For the Oakmore and Montego Park site, the consultant shall advertise, host and conduct a public design workshop and present the existing proposed master plan for public input. The consultant shall record the public meeting minutes (including attendee contact information with email) and then present a summary of findings to the City with recommendations for the final park master plan. Following City review and comments, should there be changes to the existing master plan, the Consultant shall prepare a final color rendered master plan and present such plan for public comment at the Parks and Recreation Commission meeting. Should there be no significant design changes at the Commission meeting, staff will recommend the Commission move to recommend proceeding with the design and construction bid process. If, however, following public review there are no changes to the existing park master plan, the consultant shall update the existing rendering as warranted (park name, etc.) and present such plan for public comment at the Parks and Recreation Commission meeting.

For the Cannery Park (7.48 acres) site, the consultant shall provide the City with at least two conceptual master plans for City review and comment prior to preparing a final color illustrated proposed master plan. Upon initial City approval of the proposed master plan, the consultant shall advertise, host and conduct a public design workshop and present the proposed master plan for public input. The consultant shall record the public meeting minutes (including attendee contact information with email) and then present a summary of findings to the City with recommendations for the final park master plan. Following City review and comments, the Consultant shall prepare a final color rendered master plan and present such plan for public comment at the Parks and Recreation Commission meeting. Should there be no significant design changes at the Commission meeting, staff will recommend the Commission move to recommend proceeding with the design and construction bid process.

#### **4.6 Design Support During Bidding and Construction**

As part of the Proposal, the Consultant shall include bid support services that consist of assisting the City in addressing inquiries submitted during bidding and design support during construction phases of the project.

Consultant shall include bid support services that consist of assisting the City in responding to all Requests for Information (RFI) during the project advertisement phase as well as preparing any Letters of Clarification (LOC) that are needed.

Consultant shall also include services for design support during construction. These services include responding to all RFIs, submittal reviews, and approvals, altering project plans to address any design changes necessary during construction or inconsistencies (at no additional cost to the City), assisting City staff in reviewing Contract Change Orders, attending construction and field meetings as necessary, assisting the City Inspector with specific design-related issues during construction and any needed consultation with the construction contractor, construction manager, and/or the City Project Manager throughout construction.

#### **4.7 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 the mylars either by hand or a new printed sheet, subject to approval by the City.

#### **4.8 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 Professionals Code of the State of California.

Proposer shall review **Attachment E – Acknowledgement of Monument Preservation**, as it will need to be signed by the surveyor during design.

#### **4.9 Project Submittal and Assets**

The Consultant shall provide the City with permanent reports, technical memorandums, testing results, calculations, surveys, and other technical data relevant to the project's final design.

The Consultant shall provide the City with an inventory of newly added



assets as part of the project and/or modifications or deletions of existing assets. Assets include streetlights, traffic signals, pedestrian beacons, radar feedback signs, trees, signs, etc. An asset inventory spreadsheet is attached, **Attachment F – Inventory of Assets**, for submittal by the consultant. In addition, the Consultant shall provide the contractor of the project with the final asset inventory. The final asset inventory may need to be modified based on final as-built records.


## **5.0 PROJECT GENERAL INFORMATION**

### **5.1 Proposal Submissions**

Proposals shall be submitted no later than 3:00 p.m. on Wednesday, November 29, 2023, to:

JESSIE GARCIA  
CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The proposal shall be firmly sealed in an envelope which will clearly be marked on the outside with

**“Oakmore and Montego Park , City Project No. WP13254, & Cannery Park Neighborhood Park (7.48 Acers), City Project No. WP22013.”** The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be emailed to  Jessie Garcia at [Jessie.Garcia@stocktonca.gov](mailto:Jessie.Garcia@stocktonca.gov). This electronic submittal shall **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. 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. The City may negotiate an agreement with one or multiple consultants to award parks or part of the two. 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:

[Jessie.Garcia@stocktonca.gov](mailto:Jessie.Garcia@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 (2) business 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.
- 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 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 G - 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 the 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\* (Microsoft Project Schedule with key dates, milestones, and critical path)
- Local Preference\* (Statement and Supporting Information)
- Cost Proposal (Separate Sealed Envelope)

### **\* Included as Body of Proposal**

The body of the technical proposal shall not exceed **ten (10) double-sided pages (8 ½" x 11")** with a minimum font size of 10, with each page numbered. Proposer shall submit four (4) bound sets of the proposal and an electronic (.PDF) copy of the proposal. The maximum allowable length is exclusive of any folder, cover, sectiondividers, and separate sealed cost proposal. Proposal shall be no more than twenty-five (25) pages, including resumes and 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 subconsultants. 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 approach to meeting the project goals and objectives.

**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 breakdown cost proposal for each park. 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 fees 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	October 26, 2023
Written Questions submitted by	November 16, 2023
Response to Written Questions	November 23, 2023
Proposals Due	November 29, 2023
Negotiations	January 2024
City Council Approval	April 2024

Dates above are tentative.

**7.1 Proposal Evaluation**

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

The selection committee will evaluate all proposals. This is a qualification-based selection, so ranking will be in accordance with the **Evaluation Scoring Sheet – Attachment H**. Evaluation of the proposals will be performed by a Selection Committee consisting of in- house staff and other department staff who will assess the qualifications, experience, strength of the Consultant and ability to perform the work. Please allow for at least two weeks for City to review and rank the 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 highest-ranked firm and proceed with the second-ranked firm and so on. 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 G – 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 – Oakmore and Montego Park Vicinity Map

Attachment B – Cannery Park (7.48 Acre) Vicinity Map

Attachment C – Oakmore and Montego Park Site Conceptual Master Plan

Attachment D – Oakmore and Montego Park Site Construction Drawings

Attachment E – Acknowledgement of Monument Preservation

Attachment F – Inventory of Assets

Attachment G – Instructions to Proposers

Attachment H – Evaluation Scoring Sheet