



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE**

**Columbus Park Renovations
Project No. WP22041**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **Thursday, February 24, 2022**

Written Questions Due: **Friday, March 11, 2022**

Date Proposals Due: **Wednesday, March 23, 2022, 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 an estimate of probable construction cost for the Columbus Park Renovations Project.

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

Columbus Park is located at 401 W Worth Street in Stockton, California (**Attachment A** – Vicinity Map). The park has several amenities which are disrepair, vandalized, or otherwise insufficient to the public need. The City of Stockton has secured funding from the Statewide Park Program under Proposition 68 through the California Department of Parks and Recreation to renovate the park. The Proposition 68 grant funding requires construction to be completed, including project closeout by June 2024.

3.0 PROJECT DESCRIPTION

The Columbus Park Renovations project will renovate the existing park. Improvements will include a new community garden, new playground and swing area, new restroom, new picnic shelter, new bioswale, new public art, new adult fitness area, new basketball courts, ADA pathway and lighting, and landscaping throughout the park. See **Attachment B** for more information.

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 PS&E phase of the project.

Each consultant shall prepare a detailed scope of services based, in part and at

aminimum, 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 are felt necessary for this project.

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

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 grant application, 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.

Consultant shall coordinate utility relocation schedule with each utility company and include in specifications for construction coordination. Full documentation of all utility coordination and plan shall be provided to the City with regular updates of progress.

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 this project are not anticipated at this time. This project has been determined to be “Categorically Exempt” under the California Environmental Quality Act (CEQA), Section 15301. A Notice of Exemption (NOE54-20) for the project was filed with the Deputy County Clerk on April 8, 2021.

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 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.

- 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 95% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 95% 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

design improvement plans for demolition, grading, striping, electrical, drainage, paving, staging, erosion control, and other civil details as well as technical specifications and engineer's estimate. The PS&E shall be prepared according to the City's and Caltrans' standards and current CA MUTCD, as appropriate.

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.

Improvement plans shall be submitted for review to the City at **65%, 95%, and 100%** completion stage. The Consultant will provide one electronic copy (PDF format). Consultant shall provide project specifications, project estimates, project plans, and a signed Quality Control Checklist with each submittal. 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 an Engineer's estimate.

The City will make all comments on design submittals via Bluebeam software. With each set of comments, the Consultant shall review comments, incorporate changes into the following submittal, create a matrix to track all comments, and provide a signed Quality Control Checklist. Any comments not incorporated in the design must be responded to via Bluebeam software.

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.**

Final PS&E submittal shall include: One complete plan set of reproducible 24"x36" on mylars (after editorial review of 100% plan check via Bluebeam), final cost estimate and specifications, AutoCAD and PDF format drawing files, Microsoft Word format specifications, and Excel format cost estimate delivered to the City. 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 meeting minutes for all meetings. This does not include investigative and/orfield meetings that Consultant will need to conduct to execute the intent of the project.

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 meeting if 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 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 byhand or a new printed sheet.

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 Professions Code of the State of California.

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

5.0 **PROJECT GENERAL INFORMATION**

5.1 **Proposal Submissions**

Proposals shall be submitted no later than 3:00 PM on Wednesday, March 23, 2022, to:

SENG LO
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 - Columbus Park Renovations**” for the City of Stockton (**Project No. WP22041**). 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 Seng.Lo@stocktonca.gov **no later than 3:00 PM on Wednesday, March 23, 2022**. This electronic submittal should **not** include the Cost Proposal. The Cost Proposal must be emailed, **separately from the proposal** to Seng.Lo@stocktonca.gov. Email subject line shall read, “**RFP - Columbus Park Renovations WP22041**”.

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:

Seng.Lo@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) calendar 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.
- 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 the 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. Proposers shall submit six (3) bound sets of the proposal and an electronic pdf copy of the proposal. The maximum allowable length is exclusive of any folder, cover, section dividers, and separate sealed cost proposal. Proposal shall be no more than fifteen (15) 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. The Proposition 68 grant funding requires construction to be completed, including project closeout by June 2024.

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 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	February 24, 2022
Written Questions submitted by	March 11, 2022
Response to Written Questions	March 18, 2022
Proposals Due	March 23, 2022
Negotiations	Week of April 4, 2022
City Council Approval	June 2022

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 attached Evaluation Scoring Worksheet (See **Attachment D**). 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 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 C**, 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 – Columbus Park Conceptual Plan

Attachment C – Instructions to Proposers

Attachment D – Evaluation Scoring Sheet

Attachment E – Surveyor Monument Preservation Form