



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE**

**NEIGHBORHOOD TRAFFIC MANAGEMENT  
PROGRAM (NTMP)  
(WILLOW STREET AND COMMERCE STREET  
TRAFFIC CIRCLE AND  
MYRTLE STREET AND FILBERT STREET BULBOUT)  
CITY PROJECT NO. WT16008**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: April 6, 2022

Date Proposals Due: May 4, 2022, 3:00 p.m.

**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 the plans, specifications and estimate for the Neighborhood Traffic Management Program (NTMP) project to design a Traffic Circle at the intersection of Commerce Street and Willow Street and a bulbout at the northwest corner of Myrtle Street and Filbert Street.

## **2.0 BACKGROUND**

The City Standard Plans and Specifications include guidelines for installation of traffic calming measures that are used in the implementation of the City's Traffic Calming Program. The program's goal is to improve safety and the quality of life for neighborhood residents by reducing the impacts from speeding vehicles and, to a lesser extent, cut-through traffic. The program is a community-based program that allows residents to participate in addressing their neighborhood traffic concerns through traffic calming techniques.

## **3.0 PROJECT DESCRIPTION**

The project proposes to make all necessary roadway improvements to increase safety and efficiency while at the same time reducing congestion by converting an existing four-way uncontrolled intersection with a traffic circle at the intersection of Commerce Street and Willow Street. The project also includes a bulbout at the northwest corner of Myrtle Street and Filbert Street. The proposed project also includes installation of new ADA wheelchair ramps, signing and striping, streetlights, and other necessary improvements (Attachment A – Vicinity Map).

## **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.

Consultant is encouraged to include items that are felt necessary for this project. Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this Request for Proposal (RFP) and other information. The Consultant shall provide a cost proposal (separate sealed envelope) and anticipated fee schedule, which accomplishes the objectives of 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 schedules shall be maintained and updated monthly throughout the PS&E phase of the project.

The selected consulting firm would provide project management, coordination, and preparations of all required construction documents. This work will include, but is not limited to the following tasks:

#### **4.1 Background Research**

The Consultant shall conduct a field reconnaissance of the project area, research and review existing topographic mapping, right of way maps, “as-built” plans, record maps, surveys, assessor maps, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit signs, on-street parking, and bus route movements. The Consultant shall review collision reports, sight distance, approach speed, traffic volume, and other geometrical and operational characteristics for 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.

#### **4.2 Environmental Services**

California Environmental Quality Act (CEQA) compliance is required for this project. The City will prepare CEQA documents. NEPA clearance is NOT required for this project.

#### **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 meeting with each utility owner. The Consultant will be responsible for, but not limited to, the following:

- Prepare a project limits map and request utility information from each utility owner within the area of work.
- Prepare Utility Letter “A” during preliminary design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Information on existing utilities obtained as a result of the “A” letter will be transferred to base maps in both plan and profile view. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Prepare Utility Letter “B” during 65% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 65% plans will be provided to each utility owner as an attachment to the letter. The letter will request that utility owners verify any utility conflicts with

proposed improvements and indicate whether any future utilities are proposed in the area that may require accommodation through the improved area. Information on existing utilities obtained as a result of the “B” letter will be used to determine potential utility conflicts and to resolve the conflicts identified. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

- Prepare Utility Letter “C” during 100% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 100% plans will be provided to each utility owner as an attachment to the letter. The letter will indicate to the utility owners whether any changes have been made to the project plans since the Utility Letter “B” and will request written confirmation of utility relocations and utility relocation schedule. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

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

The Consultant shall prepare and 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 specifications, and engineer’s estimate. The Consultant shall prepare a base map showing existing information to facilitate the design of all the necessary improvements in accordance with the City of Stockton Standard Plans and Specifications, Caltrans Standard Specifications, and current MUTCD, as appropriate. The base map limits shall be sufficient to cover all necessary improvements within the project area. The project shall use the existing curb-to-curb width. The Consultant shall conform the design to comply with Americans with Disabilities Act (ADA.) If dual accessible ramps cannot be installed for this project, the Consultant shall prepare an internal memo for the project file and provide justifications. Consultant shall check design to make sure STAA truck turning movements are possible at Filbert and Myrtle Street, so that design does not restrict truck movements.

The Consultant shall provide PS&E documents to the City for review at 30%, 65%, 95%, and 100% completion stage. The Consultant shall provide one set of full size, 24”x36”, plans (PDF), one set of specifications (PDF, Word) and the engineer’s estimate (PDF/Excel) at each design stage. The Consultant must utilize Bluebeam software for the PDF submittals. With each stage of review, the Consultant shall review and incorporate comments, create a comment matrix to track all comments, and provide a signed Quality Control Checklist. Any comments not incorporated into the submittals shall be tracked and justification provided in the comment matrix. The Consultant shall provide the City electronic copies of the PS&E after the 100% comments have been incorporated as a final check prior to plotting the plans on mylars.

The Consultant will provide all correspondence and work products for City files.

#### **4.4.1 30% PS&E**

At a minimum the 30% design should include a basic geometric configuration of roadway layouts and cross sections at the intersection. Consultant to consider turning motions of Stockton Unified School District, Stockton Fire Department, San Joaquin Regional Transit District, and Stockton Waste Management vehicles, as well as semitrucks with trailers when designing the project.

#### **4.4.2 65% PS&E**

At a minimum the design should be developed far enough to identify locations of utilities, geometric features, and other design elements. Prepare the plans such that the environmental documents may be completed with the 65% submittal. Consultant to consider turning motions of Stockton Unified School District, Stockton Fire Department, San Joaquin Regional Transit District, and Stockton Waste Management vehicles, as well as semitrucks with trailers when designing the project. Consultant shall coordinate with PG&E for any connection requirements.

#### **4.4.3 95% PS&E**

Project estimates and specifications shall be included at this stage. The review comments from the 65% submittal shall be itemized and a written response to the comments shall be prepared in a comment matrix. The original red-line mark-up from the City shall be returned with the succeeding submittal.

#### **4.4.4 100% PS&E**

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. Consultant shall coordinate with PG&E for any additional connection requirements. The Consultant will provide the necessary final PS&E documents in a bid ready form. Project files and the Project Engineer's/Resident Engineer's file will also be submitted with the Final PS&E.

#### **4.4.5 Quality Control**

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

### **4.5 Public Outreach**

The Consultant shall research and develop a stakeholder database of potentially interested parties, which will be updated throughout the project with names from the public meeting(s), sign-in, information from the project team and from telephone, email and personal contact as well as the preferred method of contact, and potential key

interest/concerns. The database will be coded according to the interest and involvement with the project. Among the groups on the stakeholders list will be the following:

- Council member and other elected and appointed officials
- Residents and property owners adjacent to the proposed project area
- Businesses and other establishments adjacent to the project area
- Emergency Responders
- School District
- Public Transit

There will be a minimum of two (2) Public Information Meeting(s) to present concepts and design features to the neighboring residents and businesses, and to the public. The Consultant in collaboration with City staff will determine a location near the project site to have the meeting or remote. Meetings will be in either format: 1) in person or 2) remote using Microsoft Teams. The meeting(s) will be designed primarily to provide information on the project features, goals, and construction impacts.

The Consultant will schedule the meeting(s) and make all meeting arrangements; write, design, and issue meeting notices by first-class mail to stakeholders and by third-class mail to nearby residents; prepare agendas, sign-in sheets, comment sheets, signage, and other print materials; facilitate meeting proceedings; venue coordination, prepare exhibits and a PowerPoint presentation for each meeting to illustrate concepts and plan elements; record public comments/assist with appropriate responses; and prepare a detailed meeting report. The Consultant shall administer Title VI compliance documentation at the public meeting. Following the meeting, the Consultant shall develop a summary of the meeting which will include all feedback received and photography. The meeting should be scheduled after the 65% plans and environmental documents have been prepared.

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

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

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

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in addressing inquiries submitted during bidding and design support during construction phase 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 include services for design support during construction which include, responding to RFI's, submittal reviews and approvals, altering project plans to address any design changes necessary during construction or inconsistencies (at no additional cost to the City), assist City staff in reviewing Contract Change Orders, attend construction and field meetings if necessary, assist the City Inspector with specific design-related issues during construction and any needed consultation with the construction contractor and/or the City Project Manager throughout construction.

#### **4.8 As-built Drawings**

The Consultant should prepare as built drawings upon receipt of red-lines from the contractor. The Consultant shall provide electronic copies of the As-built sheets. As-built record drawings shall reflect change orders, accommodations, and adjustments to all improvements constructed. Prior to accepting the As-built Plans, City staff will review the Record Drawings and electronic files to conform that they reflect what has been constructed. Electronic files of the As-built drawings (PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built Mylars. 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, 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. The Consultant shall sign the Acknowledgement of Monument Preservation form (Attachment B – Acknowledgment of Monument Preservation).

#### **4.10 Rights of Entry**

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

## **5.0 PROJECT GENERAL INFORMATION**

### **5.1 Proposal Submissions**

Proposals shall be submitted no later than 3:00 PM on Wednesday, May 4, 2022, to:

HERMINIA RODRIGUEZ  
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 - NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**” for the City of Stockton (**Project No. WT16008**). 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 [Herminia.Rodriguez@stocktonca.gov](mailto:Herminia.Rodriguez@stocktonca.gov). The electronic submittal **should not** include the cost proposal. Cost proposal must be emailed separate from the proposal. The email subject line shall read, “**RFP - NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM, WT16008.**” 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: [Herminia.Rodriguez@stocktonca.gov](mailto:Herminia.Rodriguez@stocktonca.gov) and cc: [Chyerle.Leach@stocktonca.gov](mailto:Chyerle.Leach@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 bidflash 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.stocktonca.gov/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 disqualifications/rejection of proposer's proposal and considered nonresponsive. D A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- E. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

### **5.5 Licensing Requirements**

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

### **5.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review Attachment C, 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 C, 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
- Cost Proposal in a separate sealed envelope

The body of the technical proposal shall not exceed twenty (20) pages ( 8 ½” x 11”) with a minimum font size of 10. 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, or section dividers. Proposals shall be no more than thirty (30) pages, including resumes and the cover letter.

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

### **6.1 Cover Letter**

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

### **6.2 Table of Contents**

The proposal should include a table of contents.

### **6.3 Executive Summary**

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and 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 understanding of the needs of the NTMP project, Project No. WT16008.

## **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**

Prepare and submit a schedule describing the time required to complete each task in the scope. The schedule shall include construction activities. Show phases, durations, 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 schedule shall be provided in Microsoft Project schedule. The schedule shall be updated periodically.

The selected Consultant shall be expected to begin work within two weeks of contract signing and complete all tasks by Spring 2024.

## **6.10 Cost Proposal**

Identify all key team 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 overall cost proposal and submit it in a separate sealed envelope clearly labeled "Cost Proposal".

**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	April 6, 2022
Written Questions submitted by	April 27, 2022
Response to Written Questions	April 29, 2022
Proposals Due	May 4, 2022
Negotiations	Week of May 30, 2022
City Council Award	Anticipated: September 13, 2022

### **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualifications-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (Attachment D).

### **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 – Acknowledgement of Monument Preservation**

**ATTACHMENT C – Instructions to Proposers**

**ATTACHMENT D – Evaluation Scoring Worksheet**