



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE  
FRENCH CAMP ROAD AND MCDUGALD BOULEVARD TRAFFIC  
SIGNAL**

**CITY PROJECT NO. WT18023**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **October 19, 2023**

Date Proposals Due: **November 15, 2023**

**Late Submittals Will Not Be Accepted**

**1.0 INTRODUCTION**

The City of Stockton (COS) is soliciting Request for Proposals (RFP) from qualified consulting firms to provide Professional Engineering Support for design and construction of the French Camp Road and McDougald Boulevard traffic signal. 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. The design is funded by local Measure K funds. The project is anticipated to begin construction in 2025 pending acquisition of funding for construction.

**2.0 BACKGROUND**

French Camp Road and McDougald Boulevard is a tee-intersection with all-way stop control, **Exhibit A – Vicinity Map**. The intersection was included in the City’s Traffic Signal and Roundabout Priority study in 2015 to determine if the intersection meets traffic signal warrants and rank compared to other intersections based on a variety of factors. The intersection of French Camp Road and McDougald Boulevard met warrants and ranked highly compared to other intersections, so funding was set aside from the City’s Measure K funds for the design. Funding has not yet been acquired construction.

**3.0 PROJECT DESCRIPTION**

The City is seeking professional services to design the traffic signal for the French Camp Road and McDougald Boulevard intersection and assist with acquiring grant funding for construction. The chosen consultant will be tasked with producing 65%, 95% and 100% PS&E. As part of PS&E the consultant will use the latest ADA, CAMUTCD, and City Standards for the design of the traffic signal. The consultant will also work with the City to prepare and submit up to three grant applications to construct the project. The consultant will also provide support in the construction phase of the project.

**4.0 SCOPE OF WORK**

The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, estimates, and other deliverables as identified in this Request for Proposal (RFP) for construction and implementation 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 expected to team with

local consultants as much as possible to accomplish all tasks necessary to complete the project.

If a subcontract for work or services is to be performed, the subcontract must contain all required provisions of the prime contract. Each sub-consultant's cost proposal must follow the same format as the prime consultant's cost proposal. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth.

Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this RFP and other information. The Consultant shall provide a cost proposal (separate sealed envelope) and anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the design contract will be awarded in **March 2024**.

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

#### **4.1 BACKGROUND RESEARCH**

The Consultant shall research and review existing topographic mapping, right-of-way maps, "as-built" plans, record maps, surveys, assessor maps, improvement plans, and other characteristics for the project. The Consultant shall conduct field reconnaissance of the project limits. The Consultant shall also conduct field surveys that include collecting topographic information and locating and referencing any survey monumentation to be compromised by the project. The Consultant shall pothole existing utilities to verify their locations/elevations. The plans shall illustrate existing structures, as well as rim and invert elevations for all underground and above ground utilities.

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**

Should the project be awarded federal grant funding during the course of the design, California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance may be required through

Caltrans District 10 Office of Local Assistance. The consultant shall be responsible for coordinating with the City, Caltrans, and Stakeholders as needed.

If required, the City will submit a Preliminary Environmental Study (PES) to the Caltrans District 10 Office of Local Assistance to determine what studies the City/Consultant is responsible for completing in order to obtain NEPA clearance. Based on the results of the PES, the Consultant shall conduct the following studies for the City: Initial Site Assessment (ISA) for Hazardous Waste, Location Hydraulic Study (LHS) for floodplains, and Summary Floodplain Encroachment Report (SFER) for Floodplains.

The Consultant shall prepare any memos, technical studies, documents, or reports as required to obtain NEPA Clearance during the preliminary engineering phase. The consultant shall be responsible for printing, mailing, delivering, and distributing to appropriate Agencies and Stakeholders to obtain environmental clearance.

#### **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.
- Consultant shall meet with utility companies as needed to ensure that conflicts are identified, and relocations performed if necessary.
- The Consultant shall pothole existing utilities to verify their locations/elevations.

#### **4.4 PLANS, SPECIFICATIONS, AND ESTIMATE**

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 technical 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 California Manual on Uniform Traffic Control Devices (CA MUTCD), as appropriate. The base map limits shall be sufficient to cover all necessary improvements within the project area. The Consultant shall conform the design to comply with Americans with Disabilities Act (ADA).

The Consultant shall provide PS&E documents to the City for review at 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 final submittal shall include:

- 24" x 36" plans in .PDF, AutoCAD and mylars
- Signed and stamped final specifications in .PDF and Word
- Signed and stamped final engineer's estimate in .PDF and Excel
- Resident Engineer (RE) file on CD or flash drive

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

#### **4.4.1 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 COORDINATION/MEETINGS**

The consultant shall attend meetings with the City as needed, to finalize the design. Scope and budget shall identify the number of meetings assumed/proposed by the consultant. The consultant is responsible for arranging and coordinating with all utility companies within the project area to resolve all utility issues.

#### **4.6 DESIGN SUPPORT DURING CONSTRUCTION**

This work includes responding to requests for information, review and approve submittals, providing written clarifications to plans, and attendance at selected meetings.

#### **4.7 AS-BUILT DRAWINGS**

The consultant should prepare as-built drawings upon receipt of red-lines from the contractor. The consultant should produce one complete set of as-built drawings in AutoCAD. Changes should be reflected on the mylars either by hand or on 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 Professionals Code of the State of California. The Consultant shall sign the **Acknowledgement of Monument Preservation Form, Attachment B.**

#### **4.9 Grant Applications**

The consultant will work with the City to prepare and submit up to three grant applications to acquire funding for construction of the project. Grant applications may include but are not limited to Active Transportation Program (ATP), Congestion Mitigation and Air Quality (CMAQ), and Highway Safety Improvement Program (HSIP)

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 PROPOSAL SUBMISSIONS**

Proposals shall be submitted no later than **3:00 PM on November 15, 2023** to:

JEFFREY AUBE  
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 “**FRENCH CAMP ROAD AND MCDOULAGD BOULEVARD TRAFFIC SIGNAL**” for the City of Stockton (**WT18023**). 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 mailed to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov) and [Jeffrey.Aube@stocktonca.gov](mailto:Jeffrey.Aube@stocktonca.gov). This electronic submittal should **not** include the cost proposal.

***Late or submittal to the wrong address 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 request information could be grounds to reject the proposal.

## **5.3 PROPOSAL QUESTIONS AND REQUESTS FOR CLARIFICATION**

Any questions for clarification shall be submitted in writing to:

[Jeffrey.Aube@stocktonca.gov](mailto:Jeffrey.Aube@stocktonca.gov)

Cc: [christina.barreto@stocktonca.gov](mailto:christina.barreto@stocktonca.gov)

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on Bid Flash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or late responses to questions. The website address is as follows:

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

## **5.4 CAUSES FOR DISQUALIFICATION**

Any of the following may be considered cause to disqualify a proposal:

- A. Evidence of collusion among proposers
- B. Any attempt to improperly influence any member of the evaluation panel
- C. A proposer's default or breach of contract in previous work that resulted in termination of that agreement and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City

## **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 Exhibit B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to proposers may be grounds for rejection.

## **5.7 DEPARTMENT OF INDUSTRIAL RELATIONS**

Please refer to Exhibit B, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

## **5.8 PRODUCT OWNERSHIP**

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

## **6.0 REQUIRED PROPOSAL CONTENT**

The proposal shall contain the following, at minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding and Approach
- Examples of Experience with Similar Types of Work
- Detailed Work Plan
- References
- Schedule
- Local Preference
- Cost Proposal (in separate sealed envelope)

The body of the technical proposal shall not exceed **fifteen (15) 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 an electronic PDF copy of the proposal. The maximum allowable length is exclusive of any folder, cover, section dividers and separate sealed cost proposal. Proposals shall be no more than **twenty-five (25) pages**, including folders, cover, attachments, and resumes.

## **6.1 COVER LETTER**

The letter shall be signed by an officer 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 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 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.
- Provide references with emphasis on the completion of projects related to pedestrian improvements with similar challenges (provide list with proposal).
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload 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 AND APPROACH**

Describe your understanding and approach to meeting the project goals and objectives.

## **6.6 EXAMPLES OF EXPERIENCE WITH SIMILAR TYPE OF WORK**

Provide examples of projects similar in scope and size to this project.

## **6.7 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.

## **6.8 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**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks by 120 working days.

## **6.10 COST PROPOSAL**

Identify all key team members, including sub consultants, in a work chart, including their name, classification, hours per task, hourly rate, total hours, direct labor, overhead and percentage of work by task and project. Proposer shall submit a cost proposal in a separate sealed envelope clearly labeled "Cost Proposal". **See Exhibit D – Sample Cost 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 19, 2023
Written questions submitted by	November 8, 2023
Response to written questions	November 13, 2023
Proposals due	November 15, 2023
City Council Approval	March 19, 2024

## 7.1 **PROPOSAL EVALUATION**

The selection committee will evaluate all proposals. This is a qualification and cost-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Exhibit C). The proposer shall submit a cost proposal as part of their overall proposal (See Exhibit D). The selection committee will not have access to the cost proposals until after all other categories have been evaluated and ranked. Cost will be a factor in evaluation, but selection is predominantly qualifications based.

## 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 Exhibit B, Instruction to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

### **Attachments:**

**Attachment A – Vicinity Map**

**Attachment B – Instructions to Proposers – non federally funded projects**

**Attachment C – Evaluation Scoring Sheet**

**Attachment D – Sample Cost Proposal**