



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE**

**AIRPORT WAY BRIDGE OVER MORMON SLOUGH FIRE REPAIR
PROJECT NO. WT19009**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **Tuesday, January 25, 2022**

Written Questions Due by: **Wednesday, February 9, 2022**

Date Proposals Due: **Wednesday, February 23, 2022, 3 p.m.**

Late Submittals Will Not Be Accepted

1.0 INTRODUCTION

The City of Stockton (City) is soliciting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and an estimate of probable construction costs for the Airport Way Bridge over Mormon Slough Fire Repair, City Project No. WT19009. The selected firm will also prepare the necessary environmental documentation for this project.

Based on submitted proposals, firms may be invited to participate in an oral interview. 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

The Airport Way Bridge over Mormon Slough was damaged by fire. To repair the damages caused by fire and to prevent it from happening again, the Airport Way Bridge project was funded to construct the necessary improvements.

3.0 PROJECT DESCRIPTION

In general, this project will include concrete repair, reconstruct the embankment fill, construct concrete slope paving at the bridge abutments, and install rip rap/river rock at the channel bottom. See **Attachment A** – Vicinity Map.

4.0 SCOPE OF WORK

Each Consultant shall prepare a detailed scope of services based, in part and at a minimum, on information presented in this Request for Proposal, and other available information. The Consultant shall provide a cost proposal and anticipated schedule, which accomplishes the objectives of the project.

Consultants are encouraged to include items that are not presented in the RFP but thought necessary for this project.

4.1 Background Research

Consultants are encouraged to inspect the bridge and conduct field review prior to submitting the proposal. Consultant shall research and review Caltrans Bridge Inspection Reports, topographic mapping, photos, right of way maps, “as-built” plans, record maps, surveys, and other geometrical and operational characteristics for the project.

4.2 Environmental Services

The selected Consultant shall determine the environmental requirements that apply to this project and obtain necessary permits. This is a locally funded project

so CEQA will be required. The City will be responsible for paying all fees associated with environmental permitting.

4.3 Plans, Specifications, and Estimate

The Consultant shall prepare complete PS&E documents, which include design improvement plans, traffic control plans, specifications, and an engineer's estimate. PS&E shall be prepared according to current Caltrans Standard Plans and Specifications, City's Standards and CA MUTCD, as appropriate.

The Consultant shall prepare a base map showing existing information to facilitate the design of all the necessary improvements using the City's latest Benchmark information. The base map limits shall be sufficient to cover all necessary improvements within the project areas.

The Consultant shall provide an electronic submittal containing one (1) full size (24"x36") set of plans (PDF), two (2) copies of specifications (Word and PDF), and two (2) copies of the engineer's estimate (Excel and PDF) at the 65%, 95% and 100% phases to the Engineer for review. Prior to this, the Consultant shall provide a 30% conceptual plan for City review. The Consultant shall prepare a comment response matrix and submit to the City following each submittal stage. The Consultant shall provide electronic copies of the plans after the 100% phase comments have been incorporated for final review prior to plotting on mylars.

The Consultant is responsible for the final submittal which incorporates all previous review comments, technical requirements, right-of-way information, utility verification/protection, minimum contractor qualifications, regulatory agency permits and mitigation monitoring requirements, any applicable encroachment permit requirements, and City requirements.

The Consultant will provide the necessary final PS&E documents in a bid-ready form. The final submittal shall include: one (1) complete full size (24"x36") plan set of stamped reproducible mylars and electronic copy (PDF format), final cost estimate (stamped, in Excel and PDF format), and three (3) copies of the stamped final specifications (in Word and PDF format) delivered to the City, along with a USB drive containing all electronic files including AutoCAD drawing files. After completion of construction, Consultant will incorporate the red lines (provided by contractor) into a set of as-built record drawings.

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

4.4 Public Outreach

Public outreach is not anticipated for this project.

4.5 Coordination/Meetings

The Consultant shall attend meetings with City staff as needed to finalize the design. At a minimum, this will include a project kickoff meeting, a pre-construction meeting, a post-construction meeting, and to meet and assist staff during construction as required.

4.6 Design Support During Construction

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in responding to bidder's questions during the project advertisement phase. Consultant shall also include services for design support during construction. These services include responding to all RFI(s), submittal reviews, altering project plans to address any design changes or inconsistencies, attendance of meetings during construction, consultation with the construction contractor and/or the project manager. Any design changes that are determined to be an error or omission will be at no additional charge to the City.

4.7 As-built Drawings

The consultant shall prepare as-built drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of as-built drawings. Changes should be reflected on the original mylars either by hand or a new printed (mylar) sheet in AutoCAD.

4.8 Preserving and Perpetuating Survey Monuments

The Consultant shall identify, list, tie out/perform construction staking of survey monuments, and show existing survey monuments on construction plans. Consultant shall file all pre-construction Corner Records or Records of Survey with San Joaquin County and submit a copy to the City. The Corner Records or record of Survey shall show monuments within the area of construction reasonably subject to removal or disturbance not shown on a recent record document. The Consultant shall include language in the PS&E package to preserve all 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. See **Attachment D**.

4.9 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 February 23, 2022, to:

TRAVIS PAZIN
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 “**AIRPORT WAY BRIDGE OVER MORMON SLOUGH FIRE REPAIR**” for the City of Stockton, Project No. WT19009. The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals 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:

Travis.Pazin@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 responses to questions. The website address is as follows:

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

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 **Attachment B**, Instructions to Proposers, for information regarding insurance, indemnification, 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 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 sub-consultants.

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 (Separate sealed envelope)

The body of the technical proposal shall not exceed (20) twenty pages with a minimum font size of 10. Proposer shall submit (4) four bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than (30) thirty pages, including resumes and the cover letter.

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 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.
- 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 Airport Way Bridge over Mormon Slough Fire Repair, City Project No. WT19009.

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

The Consultant shall 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 dates. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

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 approximate timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	January 25, 2022
Written Questions submitted by	February 9, 2022
Response to Written Questions	February 16, 2022
Proposals Due	February 23, 2022
Negotiations	March 7, 2022
City Council Approval	May 10, 2022

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 **Attachment C**). Cost will be a factor in evaluation, but selection is predominately qualifications based. Local Preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses. Please allow for about three weeks to evaluate proposals.

Cost Proposals will not be opened until after other categories have been evaluated.

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 B**, 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 – Instructions to Proposers – Locally Funded Contracts

Attachment C – Evaluation Scoring Sheet

Attachment D – Acknowledgement of Monument Preservation