



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE  
WEST LANE QUEUE CUTTER**

City Project No. WT22008

Federal Project No. STPLR-7500(289)

**Issued by:**

City of Stockton  
Public Works Department  
22 E. Weber Avenue, Room 301  
Stockton, CA 95202

**Date Issued:** Monday, July 25, 2022

**Date Proposals Due:** Thursday, August 25, 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 for the West Lane Queue Cutter, Project Number WT2208/Federal Project Number STPLR-7500(289).

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

## 2.0 **BACKGROUND**

The City of Stockton and the Union Pacific Railroad (UPRR) were both awarded Railroad-Highway Grade Crossings Program (RHGCP) funds, more commonly known as the Section 130 program, for the design and construction of a queue cutter signal and other improvements at the UPRR crossing on West Lane just south of Alpine Avenue, **Attachment A – Vicinity Map**.

The queue cutter signal is intended to minimize the occurrence of vehicles that are queued up along West Lane from the traffic signal at the intersection of West Lane and Alpine Avenue from stopping on the tracks creating a safety hazard.

## 3.0 **PROJECT DESCRIPTION**

The proposed project includes work to be done by UPRR and the City. This Request for Proposals (RFP) is for the City's portion of the proposed scope of work, however close coordination with UPRR will be required to successfully complete the entire project. The proposed scope of work at the time of this RFP is broken down by the following:

### UPRR Scope of Work:

- Install 68 feet of concrete crossing panels and track surface on the west side of the crossing
- Install circuitry and interconnect for queue cutter signal railroad preemption
- Install signal cabinet

### City of Stockton Scope of Work:

- Install a queue cutter traffic signal
- Install vehicle detection loops located north of the crossing for northbound traffic which is queuing from West Lane/Alpine Avenue intersection
- Interconnect the queue cutter signal with the railroad warning devices
- Install sidewalk on west side of the crossing

- From the crossing panels north approximately 1100 feet to the existing sidewalk and curb return at Alpine Avenue
- From the crossing panel south approximately 930 feet to El Pinal Drive for all segments without existing sidewalk
- Install Detectable warning tiles on all sidewalk approaches
- Modify the existing medians as needed within project limits

**This RFP is for the City's scope of work only.**

The consultant must be familiar with the Caltrans Local Assistance Program Guidelines (LAPG) and Procedures Manual (LAPM). This project will require the expertise of a multi-discipline team to complete the full range of required services. The consultant shall structure a proposal which accomplishes the objectives 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 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 **November 2022**.

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**

The City has completed and submitted the Preliminary Environmental Study (PES) to Caltrans and no additional environmental studies are required at this time. The City has obtained a NEPA Categorical Exclusion and at the time of this RFP, the City is working on obtaining the CEQA Categorical Exemption which will be completed before consultant selection. Therefore, environmental services are not anticipated as part of the project scope.

#### **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 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.
- Prepare Utility Letter “A” during preliminary design phase to the affected utility owners for the 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 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 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 General Order 88-B (GO 88-B)**

The Consultant will prepare and submit the GO 88-B Authorization Request to the CPUC following the GO 88-B authorization process. The Consultant will provide support to the City to obtain CPUC approval of the project GO 88-B.

#### **4.6 Public Outreach**

The Consultant shall provide outreach sufficient to inform businesses and residents via mailers, letter, website or a combination of methods regarding the project.

#### **4.7 Coordination/Meetings/Schedules**

The Consultant shall attend a design kick-off meeting and other subsequent meetings with City, as needed, to finalize the design. During design, the Consultant shall meet at a minimum quarterly to coordinate and provide a project status report with the Project Development Team (PDT) which includes staff from Public Works, UPRR, UPRR's Public

Projects Consultant Team, and the California Public Utilities Commission (CPUC). 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 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 PS&E phase of the project.

#### **4.8 Design Support During Construction**

As part of the proposal, the Consultant shall include bid support services that consist of assisting the City in responding to Requests for Information (RFI) during the project advertisement phase. Consultant shall also include services for design support during construction. These services also include responding to all RFIs, submittal reviews and approvals, altering project plans to address any design changes needed. Design changes needed due to error or omission shall be provided at no additional cost to the City. Design support services shall also include any needed consultation with the construction contractor and/or the City Project Manager/Resident Engineer.

#### **4.9 As-built Drawings**

The Consultant shall prepare record drawings upon project completion (red-lines from contractor). The Consultant shall mark up the original mylar sheets with revisions made during construction. As-built record drawings shall reflect all changes to all improvements constructed. Electronic files of the as-built drawings (in standard pdf format) and AutoCAD (dwg) shall be provided in addition to the original as-built mylars. The Consultant can assume that the City will perform the construction management in-house which includes a resident engineer duties and inspection.

#### **4.10 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.**

#### **4.11 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 August 25, 2022 to:

AHBID MOHAMMAD  
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 “**WEST LANE QUEUE CUTTER**” for the City of Stockton (**WT22008/STPLR-7500(289)**). 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 Miguel Mendoza at [Miguel.Mendoza@stocktonca.gov](mailto:Miguel.Mendoza@stocktonca.gov) and [Ahbid.Mohammad@stocktonca.gov](mailto:Ahbid.Mohammad@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 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:

[Ahbid.Mohammad@stocktonca.gov](mailto:Ahbid.Mohammad@stocktonca.gov)

Cc: [Andrea.Morales@stocktonca.gov](mailto:Andrea.Morales@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.stocktongov.com/services/business/bidflash/pw.html?dept=Public>

### **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; and/or
- 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 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 Disadvantaged Business Enterprises**

The requirements for federally funded projects including Disadvantaged Business Enterprise (DBE) apply to this project. The DBE goal for this project is **6%**. Proposers are requested to submit Caltrans form 10-O1 with their proposals. See **Attachment C, Instructions to Proposers** for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Miguel Mendoza, DBE Compliance Officer, at (209) 937-7446 or [Miguel.Mendoza@stocktonca.gov](mailto:Miguel.Mendoza@stocktonca.gov).

### **5.8 Federal Program Requirements**

The requirements for federally funded projects will apply to this Request for Proposals, and the Proposers will be required to submit all required forms. See **Attachment D, Federal Aid Consultant Provisions** for copies of currently required forms. Forms can also be found on Caltrans website:

<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>

### **5.9 Department of Industrial Relations**

Please refer to **Attachment C, Instructions to Proposers**, for registration requirements with the Department of Industrial Relations.

### **5.10 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
- 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)
- Cost Proposal with exhibit 10-O2 in a **Separate Sealed Envelope – See Attachment E - Sample Cost Proposal (Local Assistant Procedures Manual Exhibit 10-H)**.
- Federal Forms

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 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 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.

### **6.3 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

### **6.4 Project Understanding**

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

### **6.5 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.

### **6.6 Examples of Experience with Similar Types of Work**

Provide examples of projects similar in scope and size to this project with details. The experience must show that the Consultant is familiar. Provide copies of previous Queue Cutter signal railroad type project design plans.

## 6.7 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.

## 6.8 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 monthly throughout the PS&E phase of the project.

The selected Consultant shall be expected to begin work after Council approval and complete all tasks 90 days after herein or sooner.

## 6.9 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 Attachment E – Sample Cost Proposal (Local Assistant Procedures Manual Exhibit 10-H)**. Please submit exhibit 10-O2 with the sealed cost proposal.

## 7.0 **PROPOSAL EVALUATION**

The City of Stockton will follow the consultant selection schedule listed below but reserves the right to modify the schedule in any manner necessary to serve the best interest of the City. Dates are tentative.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	July 25, 2022
Written Questions submitted by	August 16, 2022
Response to Written Questions	August 23, 2022
Proposals Due	August 25, 2022
Negotiations	September 2022
City Council Approval	November 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 City may invite the Consultants for an interview upon evaluation of all proposals received. The City may ask additional information regarding the referenced project designs. The selection committee will evaluate all proposals. This is a cost and qualification-based selection, so ranking will be in accordance with the attached **Evaluation Scoring Worksheet, Attachment F**. Evaluation of the proposals will be performed by a Selection Committee consisting of in-house staff and/or other department staff who will assess the qualifications, experience, strength of the Consultant and ability to perform the work. Please allow for at least ten working days 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 – Project Location Map**

**Attachment B – Instructions to Proposers**

**Attachment C – Scoring Evaluation Sheet**

**Attachment D – Monument Preservation Form**

**Attachment E – Federal-Aid Consultant Contract Provisions**