



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
DOWNTOWN EAST-WEST CONNECTION
CITY PROJECT NO. WT22050 / ATPL-5008(199)**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: Thursday, July 27, 2023

Written Questions Due: Wednesday, August 16, 2023

Date Proposals Due: Wednesday, August 23, 2023, by 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 the plans, specifications and estimate for the Downtown East-West Connection Project.

The Consultant shall be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM) and demonstrate experience with similar types of projects.

2.0 BACKGROUND

Downtown Stockton currently has a limited network of bicycle and pedestrian crossing facilities. Oak and Park Streets are existing one-way, two-lane minor arterial roadways running east-west. Fremont Street is an existing two-way, two-lane major collector roadway running east-west. These three roadways connect to principal arterials such as Pershing Avenue, Center Street, El Dorado Street, Airport Way, and Wilson Way. These streets run through the Downtown Core and link residential communities to schools, parks and open spaces, civic and government buildings, commercial areas, and employment centers. This project was developed in conformance with the Downtown Stockton Active Transportation Plan, Stockton Bicycle Master Plan, and Stockton Safe Routes to Schools Plan. This project responds to community needs by improving connectivity, access, and mobility to and within downtown Stockton.

The City applied for and secured funds through the Active Transportation Program (ATP) Cycle 5 grant process and has completed the required California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) documentation for the project.

3.0 PROJECT DESCRIPTION

The proposed project will construct bicycle facilities and pedestrian improvements on Fremont Street, Oak Street, and Park Street between Pershing Avenue and Wilson Way in downtown Stockton. Project improvements will include constructing 6 miles of bicycle facilities, new and reconstructed curb ramps, speed cushions, Rectangular Rapid Flashing Beacons (RRFBs), crosswalk installations/enhancements, signal timing improvements, and new signing. Improvements include but are not limited to:

- **Oak and Park Streets** – implement a road diet on the coupled one-way streets by converting one vehicle travel lane into a Class II buffered bicycle lane on each corridor between Pershing Avenue and Airport Way. Between Airport Way and Wilson Way, these street segments shall be designated as Class III bicycle boulevards. Other improvements that will be installed on these streets include high visibility crosswalks, Americans with Disabilities (ADA) compliant curb ramps, curb,

gutter, sidewalk, rectangular rapid flashing beacons, leading pedestrian intervals and bicycle detection at signalized intersections, and signing.

- **Fremont Street** – install Class II bicycle lanes on Fremont Street between Pershing Avenue and Baker Street, which will require removal of on-street parking on one side of the street. It may also require the removal or modification of an existing median between Pershing Avenue and Orange Street to accommodate the new bike lanes. A separate City project will install Class II bicycle lanes between Baker Street and El Dorado Street. Between El Dorado Street and Airport Way, the Project will implement a Class III bicycle boulevard. The bicycle boulevard will detour to Lindsay Street between Grant Street and Union Street because Fremont Street is impassable at the Union Pacific Railroad tracks. Wayfinding signage will be installed to direct pedestrians and bicyclists accordingly. The Class III bicycle boulevard will resume on Fremont Street between Union Street and Airport Way. The project will then install Class II bicycle lanes between Airport Way and Wilson Way, which will require removal of one side of on-street parking. Other improvements that will be installed along Fremont Street and Lindsay Street are high visibility crosswalks, curb, gutter, sidewalk, ADA curb ramps, curb extensions, rectangular rapid flashing beacons, speed cushions, leading pedestrian intervals and bicycle detection at signalized intersections, and signing.

In addition, poor pavement conditions exist along portions of Oak, Park, and Fremont Streets. Pavement treatment/repair design will be required as needed within the proposed bicycle facilities.

See **Project Location and Improvement Maps (Attachment A)** for approximate locations and details of project improvements.

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. 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. Consultant is encouraged to include items that are felt necessary for this project.

The selected consulting firm will 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, improvement plans, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit signs, on-street parking, bus route movements, and other characteristics for the project.

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 that conflict with or will be directly affected by the project improvements.

The Consultant shall also conduct a parking study along Fremont, Oak, and Park Streets where Class II bicycle lanes will be installed, and provide recommendations for on-street parking removal.

The Consultant shall also conduct a pavement condition assessment within the project limits in the proposed bicycle facilities.

4.2 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 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 60% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 60% 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.
- Potholing for utilities shall be included (assume 4 potholes per corridor, total of 12 potholes).

4.3 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, traffic 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, current Caltrans Standard Specifications, and current MUTCD, as appropriate.

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 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.

The Consultant shall provide PS&E documents to the City for review at 30%, 60%, 90%, 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 shall 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 submit a comment response matrix from the previous submittal with the proceeding PS&E submittal at each design stage. 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.

4.3.1 30% Conceptual Layout

At a minimum the 30% design should include a basic geometric configuration of roadway striping layouts, curb alignments at round corner improvements, and typical cross sections. 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.

4.3.2 60% PS&E

At a minimum the design should be developed to adequately identify locations of utilities, right-of-way, geometric features, and other design elements. Project estimates and specifications shall be included at this stage.

4.3.3 90% PS&E

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.

4.3.4 100% PS&E

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. The Consultant will provide the necessary final PS&E documents in a bid-ready form. Project files and the Project Engineer/Resident Engineer file will also

be submitted with the Final PS&E.

4.3.5 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.**

4.4 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 meetings, 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 members Susan Lenz and Brando Villapudua 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 Meetings 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 the locations near the project site to have each meeting. The meetings will be designed primarily to provide information on the project features, goals, and construction impacts.

The Consultant will schedule the meetings 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 photographs of the meeting. The meeting should be scheduled after the 60%

plans have been prepared.

4.5 Coordination/Meetings

The Consultant shall attend a design kick-off meeting and other subsequent meetings with the City (in-person or virtual), 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 submittal review.

4.6 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 services for design support during construction which include responding to RFIs, submittal reviews and approvals, altering project plans to address any design changes necessary during construction or inconsistencies (at no additional cost to the City), 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/Resident Engineer throughout construction.

4.7 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 confirm 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 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. See **Attachment B**.

4.9 Performance Outcome

Consultant shall perform and provide to the City before and after construction pedestrian and bicycle counts in accordance with the Interim Count Methodology Guidance. Before construction counts shall be conducted no more than 6 months before the construction phase begins, and after construction counts shall be conducted at least 6 months after project completion (before and after counts must be performed at the same location on the same days of the week, the same times of day, and the same week of the year; refer to the ATP Count Methodology Guidelines for count data collection methods and requirements). The Consultant shall recommend the locations, dates, times and counting periods during the design process and submit to the City for acceptance.

4.10 Environmental Services

The City has secured CEQA and NEPA clearance. No environmental services will be required.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on Wednesday, August 23, 2023 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 “**DOWNTOWN EAST-WEST CONNECTION**” for the City of Stockton (**City Project No. WT22050 / ATPL-5008(199)**). 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 and Travis Pazin at Travis.Pazin@stocktonca.gov.

This electronic submittal shall **not** include the cost proposal.

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

Cc: 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:

<https://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

- 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 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 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 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 three (3) 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 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 Downtown East-West Connection project, WT22050.

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. The schedule shall be updated periodically.

The selected Consultant shall be expected to begin work within two weeks of contract signing and complete the final design by **Fall 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	July 27, 2023
Written Questions submitted by	August 16, 2023
Response to Written Questions	August 18, 2023
Proposals Due	August 23, 2023
Negotiations	September 2023
City Council Approval	December 2023

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 highest-ranked firm and proceed with the second-ranked firm, and so on. 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 and Improvement Maps

Attachment B – Acknowledgement of Monument Preservation

Attachment C – Instructions to Proposers

Attachment D – Evaluation Scoring Sheet