



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
MARIPOSA ROAD PRECISE ROAD PLAN
CITY PROJECT NO. WT23032**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: Wednesday, March 22, 2023

Date Proposals Due: Wednesday, May 3, 2023 by 3:00 P.M.

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) requests Proposals from qualified consulting firms to provide professional consulting services for the development of the Mariposa Road Precise Road Plan (PRP). The scope of work will include preparation of a PRP, environmental documents, public outreach meetings, and coordination with multiple departments within the City and outside agencies. This phase of the project has been funded with local funds however future phases of the project may incorporate federal funding. This project is likely to require the expertise of a multidisciplinary team consisting of transportation planning, civil and environmental engineering, and other disciplines such as public relations, necessary to design the PRP. Consultants are encouraged to team with local Stockton firms as much as possible to accomplish all tasks necessary to complete the project.

2.0 BACKGROUND

The Mariposa Road corridor is beginning to experience development between Martin Luther King Jr. Boulevard/Charter Way and Austin Road. A plan is needed to define what the roadway should look like in future conditions. This Precise Road Plan will ensure that the proper right-of-way can be acquired or dedicated as development occurs and allow for the proper roadway facility in the future for conformance with the Stockton 2040 General Plan and other adopted City plans.

Currently, there are several areas along Mariposa Road that are congested, lack bicycle lanes, have poor lighting for pedestrians, and missing sidewalk segments and ADA compliant curb ramps. The purpose of the PRP is to develop a comprehensive Plan for the corridor which will establish Mariposa Road as a prominent “Complete Street” that emphasizes and promotes pedestrian, bicycle, and multimodal transportation from Martin Luther King Jr. Boulevard/Charter Way to Austin Road. (See Attachment A – Vicinity Map).

3.0 PROJECT DESCRIPTION

Prepare a Precise Road Plan for Mariposa Road from Martin Luther King Jr. Boulevard/Charter Way to Austin Road. The Precise Road Plan sets the expectations and requirements on what will be constructed along the corridor, identifies roadway alignment, access restrictions, intersection controls, and provides a framework to protect, preserve, and require right-of-way dedications as development occurs. The purpose of the project is to set a plan in place that accommodates future traffic demand and promotes the use of non-motorized travel. To accomplish this, the project will analyze lane requirements, plan for installing of bicycle and pedestrian facilities, upgrading/repairing of existing curb ramps and failing sidewalk, and modifying traffic signals at all signalized intersections within the project limits.

The project goals and objectives are to take the Mariposa Road portion of the adopted City of Stockton Bicycle Master Plan from conceptual to a PRP with a preferred alternative and to prepare the required CEQA Initial Study/Mitigated Negative Declaration (IS/MND) and NEPA documents for approval.

4.0 SCOPE OF WORK

The consultant shall provide preliminary engineering services leading to the completion of the PRP. The consultant is encouraged to include items that are felt necessary for this project. The work will include, but is not limited to the following tasks:

The consultant shall prepare 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, task relationships, milestones, and critical path. The project schedule shall be maintained and updated monthly throughout the project.

4.1 Background Research

The consultant shall review and be familiar with the City of Stockton Bicycle Master Plan, 2040 City General Plan, and other development plans including outside agency plans such as San Joaquin County adopted plans. The consultant shall visit the project site to conduct a field reconnaissance of the project area. The consultant shall review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit, and bus route movements. The consultant shall review collision reports, sight distance, approach speed, truck volume, and other geometrical and operational characteristics for the project.

4.2 Environmental Services

The consultant shall have experience and expertise in preparing environmental documents. This process may require a full EIR/EA for CEQA and NEPA environmental documents. The consultant must detail all the federal and state environmental process, studies, coordination, and public relations required for this task. Consultant shall prepare all environmental documents for full compliance with CEQA and NEPA for the PRP and preferred alternative.

4.3 Preparation of Precise Roadway Plan

The consultant shall have experience in preparing a PRP with other local agencies. The PRP is a focused planning effort of a roadway and/or transportation corridor that conforms to the City's General Plan. Its purpose is to identify future right-of-way and permit requirements, roadway alignment, lane configuration, accommodations for multi-transportation, access restrictions and intersection controls for all or portions of a roadway and/or transportation in the Mariposa

Road corridor. Consultant shall review Stockton Municipal Code Chapter 16.148 Precise Road Plan for the City's procedures and PRP application requirements. Consultant shall coordinate with San Joaquin County as needed for the possibility of the City and County co-adopting the PRP.

The Consultant shall provide a set of plans in electronic format (PDF) in 24"x36" (full scale) when the plan is at 30%, 60%, and 100% completion to the City for review and comments. With each stage, the review comments from the previous stage shall be itemized and a written response to each shall be prepared in a comment matrix. The original red-line comments from the reviewing agency shall be returned with the succeeding submittal.

After all edits have been made to the 100% plan, the Consultant shall submit a check print (at 100%) for review purposes prior to plotting on mylars. The final submittal shall include: one complete mylar plan set (24"x36") stamped and signed, and shall be delivered to the City, along with a CD disk/flashdrive containing all electronic files, including AutoCAD drawing files.

4.4 Public Outreach

The Consultant shall research and develop a coded database of potentially interested parties, which will be updated throughout the project with names from the public meeting(s) sign-in; information from the project team; and from telephone, e-mail and personal contacts. The database will be coded according to interest and involvement with the project. Among the groups on the stakeholders list will be the following:

- Councilmember Kimberly Warmesley and other appointed officials
- Residents and property owners adjacent to the proposed project area
- Businesses and other establishments adjacent to the project area
- Emergency responders
- Stockton Unified School District
- Public Transit
- Utility Companies
- Pertinent City staff
- Interested Citizens
- San Joaquin County
- Caltrans

Public Information Meetings will be held to present concepts and design features to neighboring residents and businesses, and to the general public. The consultant will determine a location near the project site to have the meetings. The meetings will be designed primarily to provide information on the project features and goals.

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; assist with exhibits and a PowerPoint presentation to illustrate concepts and plan elements; provide refreshments; record public comments/assist with appropriate responses; and prepare a detailed meeting report.

The consultant should plan for at least two public outreach meetings and a public hearing near the project completion phase. The consultant will also be required to attend planning commission meetings, public hearing meetings, and meetings with stakeholders as required for the duration of the project.

4.5 Coordination/Meetings

The consultant shall provide project management services to meet the project scope, schedule and budget as set forth in the accepted proposal. It is anticipated that the consultant will establish a clear and consistent communication framework for the duration of the project. The consultant shall attend meetings with City staff, public, businesses, and individuals as needed. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the consultant and City staff.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on May 3, 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 “**MARIPOSA ROAD PRECISE ROAD PLAN**” for the City of Stockton (Project WT23032). 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 emailed to Nguyet Pham at nguyet.pham@stocktonca.gov and Travis Pazin at travis.pazin@stocktonca.gov. This electronic submittal should 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 at 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 BidFlash at least two days prior to the proposal due date. It is the proposer’s responsibility to check the website for any addendums or responses to questions. The website address is as follows:

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

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for 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 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 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, which need to be submitted to the City before contract completion. This includes all work performed by subconsultants.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 25 pages with a minimum font size of 10. Proposer shall submit 3 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 35 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 consultant.

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
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6.5 Project Understanding

Describe your understanding of the needs of the Mariposa Road Precise Road Plan, Project No. WT23032.

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

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks within one calendar year of the notice to proceed.

6.10 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key 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 total fee for all costs to complete all the tasks.

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 | March 22, 2023 |
| Written Questions submitted by | April 19, 2023 |
| Response to Written Questions | May 1, 2023 |
| Proposals Due | May 3, 2023 |
| Negotiations | June 2023 |
| City Council Approval | July 2023 |

Dates are tentative.

7.1 **Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualifications- and cost-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment C – Evaluation Scoring Sheet). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. 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.

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 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

Attachment C – Evaluation Scoring Sheet

Attachment D – Acknowledgement of Monument Preservation