



**REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES**

**FOR THE**

**OAK PARK SENIOR CENTER RESTROOM RENOVATION**

**CITY PROJECT NO. CR26009**

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

Date Issued:           April 18, 2023          

Date Proposals Due:           May 17, 2023          

**Mandatory Job walk on April 26, 2023, at the Oak Park Senior Center  
730 East Fulton Street, Stockton, CA 95204 at 9:00 a.m.**

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## 1.0 INTRODUCTION

The City of Stockton is soliciting proposals from qualified firms to provide professional services to prepare improvement plans for the Oak Park Senior Center Restroom ADA Upgrades, Project No. CR26009. A Selection Committee will comprehensively rank firms based on factors including, but not limited to, written proposals, qualifications, references, and other relevant information. 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.

**Mandatory Job walk on April 26, 2023, at the Oak Park Senior Center - 730 E. Fulton Street, Stockton, CA 95204 at 9:00 a.m.**

## 2.0 BACKGROUND

The Oak Park Senior Citizens Center is located at 730 E Fulton St, Stockton, CA 95204 (Attachment A – Vicinity Map). The senior center has four restrooms, two are located near the administrative office and two inside the social hall. The current state of the restrooms at the Oak Park Senior Center does not meet current Americans with Disabilities Act (ADA) requirements, making it difficult for many senior citizens to use the facility. Upgrading the restrooms will improve accessibility for the dozens of participants that visit the center every day.

## 3.0 PROJECT DESCRIPTION

The project purpose is to renovate the existing two women's restrooms and two men's restrooms and bring them within ADA compliance at the Oak Park Senior Citizens Center. The project also includes bringing (2) two exterior building doors and (4) four restroom doors within ADA compliance.

Administrative office: Two of the restrooms are adjacent to the administrative office and have a separate entrance; the women's restroom has two single stalls with toilets and two sinks, while the men's restroom has a single toilet and sink. Each restroom is approximately 8 feet wide by 16 feet long.

Social Hall: The other two restrooms are located inside the social hall. The women's restroom includes two single stalls, toilets and two sinks. The men's restroom includes one stall with toilet, one urinal, and two sinks. The restrooms are approximately 8 feet wide by 17.5 feet long.

The Consultant shall tour the facility and incorporate pertinent information into the Work Specifications. As-builts available upon request.

#### **4.0 SCOPE OF WORK**

The Consultant shall provide preliminary and final engineer services leading to the completion of plans, specifications, and estimates for construction of the desired improvements. The Consultant shall also provide design support services during the bidding and construction phase of the project. The design support will endure through the completion of construction. The Consultant is encouraged to team with local Consultants and pertinent vendors as much as possible to accomplish all tasks necessary to complete the project as intended in design as well as increase the score on the consultant evaluation sheet.

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, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth.

The 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 September 2023.

The Consultant 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 conduct a field reconnaissance of the project area. The Consultant shall review and verify the location and type of existing improvements, equipment.

The Consultant shall meet and work with all pertinent utilities to identify utility conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate utility relocations. The objective is to eliminate any conflicts encountered during construction, which would pose construction delays or claims. Consultant will need to prepare utility letters and project location exhibits; utility requests need to be on City letter head to avoid paying fees for utility information. If potholing is required, this will be the

responsibility of the consultant. The Consultant will need to coordinate with the City to the maximum extent possible to route this information to utility companies. Consultant must show all existing utilities that will be impacted or cause impact by the proposed project. Consultant will need to prepare Utility A, B, and C letters and provide copies of utility correspondence for City files.

The Consultant shall identify required permits, prepare permit applications, and assist City with negotiations relative to permit conditions, if required. Permit fees will be paid by the City.

#### **4.4 Plans, Specifications, and Estimate**

##### **4.4.1 Engineering Design PS&E**

The Consultant shall prepare complete design improvement plans, specifications, and Engineer's estimate (PS&E). The PS&E documents shall be prepared according to current City's standards and state and county codes. Prepare a base map showing existing information to facilitate the design of all the necessary improvements. 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 Disability Act (ADA).

The Consultant shall provide an electronic PS&E submittal copy to the City Project Manager containing one set of full-size plans (pdf format), one set of specifications (pdf format), and one engineer's estimate (pdf format) at the 65%, 95%, and 100% design phases to the Engineer for review and comment. The City will make all comments on design submittals via Bluebeam software. With each stage the Consultant shall review comments, incorporate changes into the following submittal, and create a matrix to track all comments.

The Consultant shall provide one electronic copy via Bluebeam (pdf format) copy at 100% design stage for final review prior to plotting mylars and providing final specifications and engineer's estimate.

The Consultant is responsible for the final submittal which incorporates all previous review comments, survey information, technical requirements, right-of-way information, utility verification/protection, minimum contractor qualifications, regulatory agency permits and mitigation monitoring requirements, and any applicable encroachment/building 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 complete electronic plan set of reproducible 24"x36" as well as on mylars (after editorial review of 100% plan check via Bluebeam)
- Electronic and hard copy, stamped and signed final specifications (in Word and PDF format)
- Electronic and hard copy, stamped and signed final cost estimate (in Excel and PDF format) Drawing files in AutoCAD and PDF format on a CD or USB.
- Resident Engineer (RE) file on a CD or USB.

The Consultant will provide all correspondence for City files.

#### 4.4.2 Quality Control

The PS&E should be subject to quality control reviews before submittal. These reviews will assure conformance to Caltrans and City Standard criteria as well as minimize typographical omissions. **The Consultant will provide a signed Quality Control Checklist at the time of each deliverable submittal.**

#### 4.2 Hazmat Services

The Consultant shall evaluate prior reports and survey existing facilities. If deemed necessary, consultant will secure the services of a hazardous materials or environmental services company to survey and test existing construction materials and prepare abatement specifications to be incorporated in the Plans, Specifications, and Estimate. See Attachment D for previous Hazmat reports.

#### 4.3 Coordination/Meetings

The consultant shall attend a design kick-off meeting and other sub-subsequent meetings with City, 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 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.

Consultant is required to coordinate and obtain permits from the City's Building & Life Safety Division, San Joaquin County agencies (ie. Health and Air pollution Control District), California Regional Water Quality Control Board, and any other agencies necessary to construct the project. The City will be responsible for all fees associated with permitting.

#### **4.4 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. The 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. The Consultant shall finalize and submit the before and after study report for the project.

#### **4.5 Environmental Services**

The Consultant's team shall have experience in preparing the required California Environmental Quality Act (CEQA) documents, to achieve all environmental clearances to meet all State and local regulations. The City of Stockton shall serve as the lead agency.

The City of Stockton City Council will certify any environmental documents at the time of the award of construction project.

#### **4.5 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.

**Note that the above tasks are listed as a general framework for this project. You are encouraged to include additional Tasks in your proposal, specific to this project.**

## 5.0 **PROJECT GENERAL INFORMATION**

### 5.1 **Proposal Submissions**

Proposals shall be submitted no later than 3:00 PM on May 17, 2023  
to:

AMER ALAMOUDI  
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 “**Oak Park Senior Center Restroom ADA Upgrades**” for the City of Stockton (Project CR23009). Late Proposals will not be accepted.

An electronic copy of the proposal should be emailed to Nguyet Pham at [nguyet.pham@stocktonca.gov](mailto:nguyet.pham@stocktonca.gov) and Amer Alamoudi at [amer.alamoudi@stocktonca.gov](mailto:amer.alamoudi@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:

[Amer.Alamoudi@stocktonca.gov](mailto:Amer.Alamoudi@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=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 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. 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
- Local Preference
- Cost Proposal (**Separate Sealed Envelope**)

The body of the technical proposal shall not exceed 10 single-sided pages (8 ½” x 11”) with a minimum font size of 10. Proposer shall submit four (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 (20) twenty pages, including folders, 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 Oak Park Senior Center Restroom ADA Upgrades, Project No. CR26009

**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 schedule. The schedule shall be updated monthly throughout the PS&E phase of the project

**6.10 Local Preference**

Local Preference Proposer shall include a statement and supporting information addressing the use of local consultants and/or businesses on the project. Information shall include consultant/business locations relative to the City of Stockton and the cost proposal shall provide the portion of the total fee and percentage that will be expended by proposed local preference consultant/businesses working on the project.

**6.11 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 anticipated timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	April 18, 2023
Mandatory Job Walk	April 26, 2023
Written Questions submitted by	May 11, 2023
Response to Written Questions	May 15, 2023
Proposals Due	May 17, 2023
Negotiations	June 1, 2023
City Council Approval	September 2023

### 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. 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 – Previous Hazmat reports**