



REQUEST FOR PROPOSAL

**PROFESSIONAL SERVICES FOR THE
STREET RESURFACING ON FEDERAL-AID STREETS FY23-24
PROJECT NO. WD24028 / HIPSTPL-5008(207)**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Ave, Room 301

STOCKTON, CA 95202

Date Issued: October 6, 2023

Date Proposals Due: Wednesday, November 1, 2023

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) requests a proposal from qualified firms to provide professional engineering services to prepare plans, specifications, and estimate for the Street Resurfacing on Federal-Aid Streets FY23-24 project.

2.0 BACKGROUND

The Public Works Department receives an annual allocation of federal Regional Surface Transportation Plan (RSTP) funds. These funds must be used on streets classified by the Federal Highway Administration as arterial or collector Federal Aid Urban (FAU) routes. The City typically uses RSTP funds to resurface FAU street segments with poor pavement condition ratings. This rating is established by the City's pavement management system, which rates the pavement condition of all streets ranging from poor to excellent condition.

The design and construction are federally funded by RSTP funds.

3.0 PROJECT DESCRIPTION

The proposed project will resurface approximately 2.83 miles of roadway. The design Consultant shall assess existing pavement conditions and provide the City of Stockton with recommended resurfacing options. The design shall be done within the allotted budget for the project.

Construction of the Street Resurfacing Project is in the amount of \$4,165,038.00, which includes contingency and construction engineering. Construction is anticipated to be completed in Summer 2025, weather permitting.

For the federal fiscal year 2023-24 RSTP, the City identified the following street segments:

1. Hammer Ln (0.56 Miles) - From El Dorado St to Thornton Rd
2. Riverbrook Rd (1.57 Miles) - From March Ln East to Driftwood PI
3. Brookside Rd (0.38 Miles) - From Driftwood PI to March Ln
4. March Ln (0.32 Miles) - From West Lane to Montauban Ave

4.0 SCOPE OF WORK

The Consultant shall provide preliminary and final engineering services leading to the completion of the 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.

The 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.

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 areas, research, and review existing topographic mapping, photos, right-of-way maps, “as-built” plans, record maps, surveys, assessor maps, improvement plans, and other characteristics for the project. The consultant shall also conduct field surveys that include collecting topographic information and locating and referencing any survey monuments that the project might compromise.

The Consultant shall provide recommendations for the safe design and pedestrian improvements, including wheelchair ramps, curb, gutters, and sidewalks per City Standards, etc.

4.2 Environmental Services

The Consultant shall prepare the environmental documents needed to obtain and secure environmental clearance under CEQA and NEPA. Consultant should assess the project scope and determine the proper level of documents to prepare, including any technical studies that will be required.

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 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.

4.4 Plans, Specifications, and Estimate (PS&E)

The Consultant shall prepare and complete PS&E documents, which include design improvement plans, traffic control plans, 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 CA MUTCD, as appropriate.

Design Process - Intermediate Reviews

Improvement plans for access improvements, striping and signage, drainage, electrical, erosion control and or water pollution prevention and any other plans such as striping, roadways, and other miscellaneous plans shall be submitted for review to the City at the **50%, 95%, and 100%** design stage.

The Consultant shall provide one electronic (pdf format) copy to the City Project Manager, one set of specifications (pdf format), and one engineer’s estimate (pdf format) at the 50% and 95% design phases to the Engineer for review and comment. Required documents for NEPA clearance and Right of Way Certification package shall be submitted along with the 95% PS&E submittal. 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.

Final PS&E (100% COMPLETE)

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 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, stamped and signed final specifications (in Word and PDF format)
- Electronic, stamped and signed final cost estimate (in Excel and PDF format)
- Drawing files in AutoCAD and PDF format on a CD.
- Resident Engineer (RE) file on a CD

The consultant shall prepare a Request for Authorization (RFA) package for the City to submit to the DLAE office for construction authorization.

Quality Control

The PS&E will be subject to quality control reviews by the consultant prior to submittal. These reviews will assure conformance to City and Caltrans Standards. **The consultant will provide a signed Quality Control Checklist at the time of each deliverable submittal.**

4.5 Public Outreach

The Consultant will need to prepare all public notices along with right-of-entry letters in order to access private properties during field reconnaissance. The Consultant will need to identify impacts to all residences and businesses and present mitigation measures on the design improvement plans. This includes but is not limited to: service interruptions, property encroachments, access restrictions, potential damage to property, etc.

4.6 Coordination/Meetings

At a minimum, the consultant shall attend a project kickoff, design, and a pre-construction meeting. The Consultant shall establish clear and consistent communication with the City to discuss progress of design. The Consultant shall attend meetings (or conference call) with the City as needed to discuss and finalize the design. The Consultant shall provide meeting minutes for all meetings. This does not include investigative and/or field meetings that Consultant will need to conduct to execute the intent of the project.

4.7 Design Support During Construction

Consultant shall be available and respond to questions concerning the plans, specifications and estimates prior to bid opening and prepare contract addenda and letters of clarification. The Consultant shall provide supplemental project drawings as needed.

The Consultant will provide Engineering Services as required during construction. The following are the minimum required services that will need to be included in the Scope of Services:

1. Attending the pre-construction meeting;
2. Reviewing shop drawing submittals;
3. Responding to requests for information (RFIs);

4. Preparing clarification sketches;
5. Performing field observations during construction period; and
6. Preparing Record Drawings on mylars based upon Contractor field “as-builts”.

4.8 As-built Drawings

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

4.9 Preserving and Perpetuating Survey Monuments

The Consultant shall identify, list, tie out survey monuments, and show existing survey monuments on construction plans. Consultant shall file all pre-construction Corner Records or Records of Survey with San Joaquin County and submit a copy to the City. The Corner Records or record of Survey shall show monuments within the area of construction reasonably subject to removal or disturbance not shown on a recent record document. The Consultant shall include language in the PS&E package to preserve all monumentation affected by the work being performed in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California.

4.10 Right 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, service interruptions, property encroachments, potential damage to property, etc. that is needed.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than **3:00 PM on Wednesday, November 1, 2023,** to:

CITY OF STOCKTON PUBLIC WORKS DEPARTMENT
ATTN: THINH PHAN
22 E. Weber Ave, Room 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside “**Street Resurfacing on Federal-Aid Streets FY23-24**” for the City of Stockton (**City Project No. WD24028/HIPSTPL-5008(207)**). The cost proposal must be submitted 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 Thinh Phan at Thinh.Phan@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. Further, the City reserves the right to reject any and all proposals or to waive any informality or irregularity in a proposal as is in the City's best interest.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:
Thinh.Phan@stocktonca.gov

Such request for clarification shall be delivered to the City via email at least seven (7) business days prior to the proposal due date. If a response warrants an addendum, it will be made in the form of an Addendum to the RFP and posted on the City's website BidFlash page (not later than two calendar days prior to the due date) and will become a part of the RFP. It is the Consultants responsibility to check the City's website for any addendums or response to questions related to the RFP.

<http://www.stocktongov.com/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 proposers
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. A proposer's default or breach of contract in previous work that resulted in termination of that agreement and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between Proponent and the City.
- E. E. Any attempt to communicate in any manner with the 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.
- F. F. No person, firm, or corporation shall be allowed to make a 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 for this

project. 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. Proposers 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 Term of Project

Project Design must be completed by **July 31, 2024**. Consultant shall provide a design delivery schedule using Microsoft Project or Primavera (P6) format to the City of Stockton.

5.8 Disadvantaged Business Enterprises

The requirements for federally funded projects, including Disadvantaged Business Enterprises (DBE) apply to this project. The DBE goal for this project is 13%. Proposers are requested to submit Caltrans form 10-01 with their proposals. See Attachment B, Instructions to Proposers for a description of the DBE Program and required forms. **Any questions regarding the DBE program should be directed to Jasmeen Min at (209) 937-8515 or Jasmeen.Min@stocktonca.gov**

5.9 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. For copies of currently required forms can be found on Caltrans website:

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

5.10 Department of Industrial Relations

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

5.11 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 and Approach
- Detailed Work Plan
- Key Personnel References
- Project Work Matrix
- Project Schedule
- Cost Proposal (**separate sealed envelope**)
- Federal Forms

The body of the technical proposal should not exceed **25 double-sided (8½” x 11”) pages, with a minimum font size of 10 and each page numbered**. One (1) original and five (5) copies of the proposal shall be submitted. Include a CD containing the proposal in PDF format.

This maximum allowable length is exclusive of any folder, cover, or section dividers. Costs for preparing a proposal are entirely the responsibility of the Consultant and shall not be chargeable in any way to the City.

The body of the technical proposal shall include, but not be limited to, the following minimum information:

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 regarding the Request for Proposal (RFP). Provide name, title, address, email and telephone number of this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The Proposal shall 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 firms 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.

- Provide references with emphasis on the completion of projects related to pedestrian improvements with similar challenges (please provide list with proposals).
- 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.
- Ability to track team hours worked and provides invoices in a timely manner.
- Provide Project Team Resumes (Resumes shall be included in an Appendix and will not be counted as part of the 25 double-sided page limit).

6.5 Project Understanding and Approach

Describe your understanding of the needs of the Fremont Square Sidewalk Reconstruction Path Project for the City.

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 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.

6.7 Key Personnel 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 services that were provided to the client.

6.8 Project Work Matrix

Identify all key team members, including subcontractors, in a work chart, including their name, title, and hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include the overall proposal cost.

6.9 Project Schedule

The selected Consultant shall be expected to begin work within two weeks of Notice to Proceed. Awarded Consultant shall complete entire design by **July 31, 2024.**

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 a base line, tasks, duration, 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 project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

6.10 Cost Proposal

Proposer shall submit a cost proposal in a separate sealed envelope. 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 and project. Proposer shall submit a cost proposal in a separate sealed envelope clearly labeled "Cost Proposal". See Attachment D – Sample Cost Proposal (Local Assistant Procedure Manual Exhibit 10-H). If Exhibit 10-K is required (bids equal or over \$150K), it must be submitted with the cost proposal, along with form 10-O2, in the sealed cost envelope.

7.0 PROPOSAL EVALUATION

This Request for Proposal is not an offer by the City to contract but is an invitation to interested parties to make an offer, which the City may accept or reject at its discretion.

7.1 Consultant Selection Schedule

The Consultant selection process will follow the timeline shown below.

Post Request for Proposals	October 06, 2023
Written Questions Submitted by	October 26, 2023
Response to Written Questions	October 30, 2023
Proposals due	November 01, 2023 (3:00 PM)
Negotiations/Final Scope	November 2023
Anticipated City Council Approval	January 2024

7.2 Proposal Evaluation

A selection committee will evaluate proposals. This is a qualifications-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (Attachment C).

7.3 Negotiations

Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a Consultant services contract with the City of Stockton

The Project Work Matrix will be used as a starting point to negotiate a professional services contract. 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 consulting firm, and negotiations will be opened with the second-ranking firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected Consultant will be requested to enter into a professional services contract with the City. Consultants should direct attention to **Attachment B, Instructions to Proposers Federal Funded Contracts/Insurance and Indemnification Requirements** which outlines the City's requirements for insurance and indemnification. It is expected that the successful proposer will accept the terms and conditions of the professional services contract as *is*, without modification.

The prospective Consultant is also advised that the contract will not be in force until it is approved and fully executed by the City Council. In addition, the Consultant will be required to satisfy all insurance certification and Stockton business license requirements prior to the issuance of a Notice to Proceed. Work done before the issuance of a Notice to Proceed cannot be billed to the City.

8.0 PROJECT INVOICING AND METHOD OF PAYMENT

The Consultant shall submit payment requests monthly. Payment requests shall include a detailed invoice of the costs incurred, a progress report (no more than one page), and an updated schedule (if changes have been made). The invoice and progress report should provide enough detail to define the amount of work being billed and to allow an evaluation of the percentage of work accomplished with respect to the budget expenditures made to date.

Payment will be made within thirty days after invoices are received and accepted by the Project manager. Invoices are to be rendered monthly. Compensation shall be paid no more frequently than once per month on a time and materials basis with a maximum not-to-exceed amount paid for total work completed.

ATTACHMENTS

Attachment A - Project Location

Attachment B - Instructions to Proposers

Attachment C - Evaluation Scoring Sheet

Attachment D – Sample Cost Proposal