



**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES  
FOR THE**

**2024 ON-CALL MATERIAL TESTING SERVICES  
FOR VARIOUS CITY PROJECTS  
CITY PROJECT NO. SEB-24-001**

**Issued by:**

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

**Date Issued:** Thursday, January 4, 2024

**Requests for Clarification Due:** Thursday, January 18, 2024

**Date SOQs are Due:** Wednesday, January 31, 2024, at 3:00 PM

**Late Submittals Will Not Be Accepted**

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## **1.0 INTRODUCTION**

The City of Stockton (City) requests a Statement of Qualifications (SOQ) from qualified consulting firms to provide material testing services (lab testing, materials testing, specialty inspections and related services) for various City projects during construction. A Selection Panel will comprehensively rank firms based on, but not limited to: understanding of work, experience, qualifications, approach, and other relevant information. The City aims to establish a list of at least three firms to provide material testing services on an as-needed basis for a three-year period. The term can be extended up to two years for a total of five years at the City's discretion. The goal is to establish a master professional services agreement that includes the listed firms for a not to exceed amount of \$500,000 for all contracts over the contract term.

In order to effectively split the contract between the selected three firms, the City will ensure a fair and efficient distribution of projects. This assessment will take into account the expertise and capabilities of each firm, aligning their respective strengths with the project's needs. The City will strive to achieve a balanced allocation of work, where each firm's contribution is proportionate to their capacity, ensuring an optimal utilization of resources.

Contract negotiations will begin with the three highest-ranking firms. The selected consultant will enter into a professional services contract with the City of Stockton.

## **2.0 BACKGROUND**

The 2024 On-Call Material Testing Services for Various City Projects will consist of improvements associated with streets, intersections, sidewalks, curb & gutter, medians, traffic signals, commercial developments, and residential developments as well as buildings and facilities projects.

## **3.0 PROJECT DESCRIPTION**

The type of City projects required to have material testing and inspection services will include but are not limited to:

- Sidewalks, wheelchair ramps, and related improvements construction
- Curb, gutter, and sidewalk installations
- Raised median curb installations
- Four-way stop intersection to roundabout or traffic circle conversions
- Traffic signal installations
- Intersection modifications
- Traffic signal modifications
- New commercial and residential developments construction (curb, gutter, sidewalk, utilities, streets)
- Roadway widening
- Parking lot improvements
- Sanitary sewer line replacements

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### **Request for Qualifications**

- Bridge rehabilitation or replacement
- Building remodeling
- Facility improvements
- Roadway striping improvements
- Pavement preservation
- City park improvements

Examples of current City projects planned to be worked on as part of this contract include but are not limited to:

- South Stockton HAWK installation
- Alpine Alvarado Traffic Signal Install
- NTMP Traffic Circle Rose & Commerce
- Oak Park Senior Center Upgrades
- Oak Park Aquatics Facility
- Sanitary Sewer Rehab Projects – multiple locations
- Alpine Alvarado 3-Way Intersection Modifications
- Enhanced Pedestrian Safety on Madison Street
- Pipeline Upsizing - Priority 1 and 2
- Lower Sacramento Road Slope Repair
- South Airport Way Bike Lanes
- Arch Airport Traffic Synchronization and Signal Prioritization
- Union Street Sewer Rehabilitation
- Pershing Avenue Sewer Trunk Rehabilitation
- Sewer Large Diameter Lines Rehabilitation
- Airport Way Bridge Fire Repair
- Downtown East-West Connection+
- Fong Park Phase II
- Equinoa Park Phase II
- Cannery Park
- Center Street Weir
- Bridge Rehab & Replacement
- Chavez Library Remodel
- Aquatic Facilities Renovation & Replacement – Victory Park Pool
- West Lane Queue Cutter
- SRTS Sidewalk Network Completion
- SRTS Safety and Connectivity Improvements

The scope of work, completion schedule, and duration of each assignment will vary. The amount of compensation to the Consultant will be established for each project at the time it is assigned.

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**Request for Qualifications**

The City shall furnish access to all information, data, and maps as currently exist in files to assist in carrying out each specific project assignment. The Consultant will be required to check and investigate existing information and conditions and notify the City of any deficiencies. The Consultant agrees that the City's responsibility to provide access to information is limited to data of record in the City files and in the format as recorded.

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

The City of Stockton is accepting SOQs from qualified firms to provide material testing and inspection services for various City projects planned for construction in the next three years. Projects will be locally, state and/or federally funded. The material testing scope of services will be divided into the following sections for the project:

- Soil and Aggregate Base (AB) testing
- Portland Cement Concrete (PCC) testing
- Asphalt Concrete (AC) testing
- Including any asphalt binder, emulsified asphalt, and slurry seal
- Steel Testing
- Including steel strand and steel rebar
- Infiltration/Permeability Testing
- Rebar, welding, and epoxy installation inspections
- Masonry inspection

The minimum qualifications for Material Testing Services to be provided:

- California Licensed Professional Engineer
- The firm must have at least three years of experience in material testing on roadway, building, and facility projects.
- Must be experienced with Caltrans and AASHTO methods.
- Testing laboratory must be accredited by Caltrans, AMRL, and CCRL Certified.
- Must be able to meet requirements in the attached Quality Assurance Program (QAP) **Attachment A**.
- Must be familiar with federally funded project requirements.

Each Consultant shall prepare a detailed scope of services for the observation and testing services of the projects based, in part and at a minimum, on information presented in this Request for Qualifications (RFQ), and other available information. The Consultant shall also provide a completed Fee Schedule Worksheet (**Attachment B**), which accomplishes the objectives of the projects.

Consultants are encouraged to include additional items that are thought necessary for this RFQ.

#### **4.1 Background Research**

The Consultant shall review the City of Stockton Standards and QAP applicable to the services described in this RFQ.

#### **4.2 Material Testing Services**

As part of the various City projects, material testing services may be required to facilitate grading, engineered fill placement, building pad construction, geotextile installation, AB placement, PCC placement, drainage and utilities installation (including trench backfill), hot-mix asphalt (HMA) placement, welding inspections, and epoxy anchor installation inspections.

#### **4.3 Service Callout Response Time and Minimum On-site Time**

A representative from the selected firm will generally be expected to arrive on-site and commence testing within 24 hours of service callout by City personnel. However, under extreme circumstances, it will be necessary for the representative to arrive on-site within 2 hours of service callout. Minimum hours (e.g. 4-hours or 8-hours) of on-site time will not be accepted, only actual on-site time may be invoiced.

#### **4.4 Coordination/Meetings**

The Consultant may be asked to attend a pre-construction meeting for select City projects.

(Please note that the above tasks are listed as a general framework for this RFQ. You are encouraged to include additional tasks into your SOQ.)

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 SOQ Submissions**

SOQs shall be submitted no later than 3:00 PM on January 31, 2024, to:

RAY DEYTO  
CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The SOQ should be firmly sealed in an envelope which will clearly be marked on the outside with “**2024 ON-CALL MATERIAL TESTING SERVICES FOR VARIOUS CITY PROJECTS**” for the City of Stockton (**Project No. SEB-24-001**).

The fee schedule (**Attachment B**) must be submitted in a sealed envelope separate from the SOQ. Late SOQ's will not be accepted. An electronic copy of the SOQ should be emailed to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov) and Ray Deyto at

[Ray.Deyto@stocktonca.gov](mailto:Ray.Deyto@stocktonca.gov). This electronic submittal should not include the fee schedule (**Attachment E**).

## **5.2 Acceptance or Rejection of SOQ**

The City reserves the right to negotiate an agreement with the firms submitting the highest-ranking SOQ. Also, the City reserves the right to reject any and all SOQs or to waive any irregularity in a SOQ 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 SOQ.

## **5.3 SOQ Questions and Requests for Clarification**

Any question or request for clarification shall be submitted in writing to: [Ray.Deyto@stocktonca.gov](mailto:Ray.Deyto@stocktonca.gov).

Requests for clarification shall be submitted no later than **Thursday, January 18, 2024**. If a response warrants an addendum to the RFQ, such addendum will be sent by email and/or uploaded to the City's Bid flash website.

## **5.4 Causes for Disqualification**

Any of the following may be considered cause to disqualify a SOQ:

- 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. Any current suspensions, debarments or voluntary exclusions or ineligibility determinations by any Federal agency.

## **5.5 Licensing Requirements**

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

## **5.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review **Attachment C**, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

## **5.7 Disadvantaged Business Enterprises**

The requirements for federally funded projects including Disadvantaged Business Enterprise (DBE) may apply to one or more of the various City projects. The DBE goal for all projects is 0%. Proposers are requested to submit a signed Caltrans form 10-O1 with their SOQs (enter 0% for the DBE goal in the form). See **Attachment C**, Instructions to Proposers for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Nguyet Pham, DBE Compliance Officer, at (209) 937-8175.

## **5.8 Federal Program Requirements**

The requirements for federally funded projects will apply to this RFQ, and the Proposers will be required to submit all required forms if working on a federally funded project. See **Attachment D**, Federal Aid Consultant Contract Provisions for copies of currently required forms. Forms can also be found on Caltrans website at <https://dot.ca.gov/programs/construction/forms>.

## **5.9 Department of Industrial Relations**

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

## **5.10 Product Ownership**

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by sub-consultants.

## **6.0 REQUIRED SOQ CONTENT**

The SOQ 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
- Fee Schedule



The body of the technical SOQ shall not exceed ten (10) pages with a minimum font size of 10. The body of the technical SOQ will consist of the following: executive summary, project team, project understanding, detailed work plan, and examples of experience with similar types of work. Proposer shall submit three (3) bound sets of the SOQ. The maximum allowable length is exclusive of any folder, cover, or section dividers. SOQs shall be no more than twenty (20) pages, including cover letter, table of contents, references, resumes, and Form 10-O1. The fee schedule worksheet should be in a separate sealed envelope.

### **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. Provide a brief summary of the firm's SOQ submission contents, emphasizing qualifications and capabilities of the Consultant and any sub consultants. The summary should indicate an understanding of the requested services. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

### **6.2 Table of Contents**

The SOQ should include a table of contents.

### **6.3 Executive Summary**

The Executive Summary shall include a summary of the SOQ, emphasizing the approach to be taken and including a work plan, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the projects and the services required for performance. Please specify the response time needed for a service callout, and, if the Consultant has multiple offices, from which office location will technicians be working out of. If the work is to be shared among firms or different offices, then identify the locations and the work to be performed in each office.

### **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 projects. 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 work as it comes up within the time limits of the projects, considering their current and projected workload and assignments.
- Describe how your firm will be able to provide services we need for a project even if your workload at the time is full.

- 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 2024 On-Call Material Testing Services for Various City Projects, SEB-24-001. Identify the types of material testing services provided by your firm indicated in the scope of work. Your SOQ should include your approach to conducting the testing, including quality control measures to satisfy the Scope of Work and the QAP (**Attachment A**).

### **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 projects 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**

A summary of the Consultants overall capabilities, history, recent and related experience, and expertise. Provide samples of projects similar in scope and size (specifically On-Call contracts).

### **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 Fee Schedule**

The proposer shall submit the completed fee schedule worksheet (**Attachment B**) as part of their overall proposal under separate sealed envelope.

## **7.0 SOQ EVALUATION**

The Consultant Selection process will follow the anticipated timeline shown below:

<b><u>Event</u></b>	<b><u>Date</u></b>
Request for SOQs Issued	January 4, 2024
Written Questions submitted by	January 18, 2024
Response to Written Questions	January 25, 2024

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### **Request for Qualifications**

SOQs Due  
Negotiations  
City Council Approval

January 31, 2024  
February 15, 2024  
April 16, 2024

## 7.1 SOQ Evaluation

The selection committee will evaluate all SOQs. This is a qualification-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See **Attachment E**).

The City intends to establish a list of up to three firms that will be used over three-year period to provide material testing services. Once the short list of firms is established, each firm is expected to enter into a master professional services agreement with the City. Each time there is a need for material testing services, proposals will be solicited from each firm on the established list. The City may choose one or more firms for each solicitation. The master agreement will have a not to exceed amount of \$500,000 over the contract term, so the total amount of all Task Orders issued will not exceed this amount.

At the time of specifying a project assignment, the City will provide the relevant background information to the selected on-call Consultant. The Consultant will prepare and submit to the City a specific project assignment scope of work, cost proposal, and schedule. Fixed unit pricing and the not-to-exceed amount will be established for each specific project assignment. At that time, the selected Consultant will also delineate for the City any perceived special conditions associated with the specific project assignment. The Consultants scope of work, cost proposal and schedule will be used as the starting point for negotiating a specific project assignment Task/Purchase Order.

## 7.2 Negotiations

Once the City has established one or more firms to provide material testing services, negotiations will begin with the highest ranked firm. Material testing services assigned to firms will be based on the City's evaluation of best fit and the firm's ability to successfully complete the work. Each firm selected will be expected to enter into a professional services contract with the City. 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. For each individual project that requires materials testing services, a purchase order will be issued. 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 City Manager signs it. Work performed without a purchase order and/or before the issuance of a Notice to Proceed cannot be paid by the City.

## **ATTACHMENTS**

- ATTACHMENT A – City of Stockton Quality Assurance Program (QAP)**
- ATTACHMENT B – Fee Schedule Worksheet**
- ATTACHMENT C – Instructions to Proposers – Federally Funded Contracts**
- ATTACHMENT D – Federal Aid Consultant Contract Provisions**
- ATTACHMENT E – Evaluation Scoring Sheet**