



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
SCRIBNER ST AREA BACKYARD SEWERS
PROJECT NO. UW23020**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: Wednesday, October 4, 2023

Written Questions Due: Tuesday, October 17, 2023

Date Proposals Due: Wednesday, November 8, 2023 by 3:00 P.M.

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is soliciting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and estimate (PS&E) for the replacement of existing small diameter sewer lines at four locations.

The City wishes to engage the services of a Consultant to determine the replacement measures and alternatives leading to the preparation of PS&E.

2.0 BACKGROUND

The Sanitary Sewer System Deficiency Improvements Program is designed to address the excessive maintenance of the existing 6-inch sewer pipes that are experiencing corrosion problems and/or susceptible to root penetration.

3.0 PROJECT DESCRIPTION

The project includes the replacement of approximately 3,400 LF of 6-inch diameter Vitrified Clay Pipe (VCP) sewer lines. The existing sewer lines will need to be upsized to 8- inch pipe at four locations throughout the City. See Attachment A and D – Vicinity Map and Location Map.

4.0 SCOPE OF WORK

Each Consultant shall prepare a detailed scope of services based, in part and at a minimum, on information presented in the Request of Proposal, and other available information. Consultants are encouraged to include additional items that are felt necessary for this project.

4.1 Background Research

The Consultant shall research and review existing topographic mapping, right-of-way maps, “as-built” plans, record maps, surveys, assessor maps, improvement plans, and other characteristics for the project. The Consultant shall conduct field reconnaissance of the project limits. The Consultant shall also conduct field surveys that include collecting topographic information and locating/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.

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

The Consultant shall review City maintenance records, CCTV inspection reports and videos, if available, in consideration for the pipe rehabilitation alternatives.

CCTV inspection reports and videos will be made available to the proposing Consultants upon request and a means to transfer these files shall be provided by the proposing Consultants.

The Consultant will need to prepare all public notices required to access private property during field reconnaissance and prepare a right of entry letter and have the property owner sign it to access private properties during construction.

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 properties, etc. The Consultant will provide copies of all utility correspondence, public notices, and right of entry letters for City files.

4.2 Environmental Services

The Consultant shall determine environmental requirements that apply to this project. Consultant will be responsible for preparing and submitting all environmental documents required to complete the project. The City of Stockton will be responsible for paying all fees associated with environmental permitting. (Include in cost estimate as an optional item)

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 50% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 50% 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.
- A potholing for utilities task shall be included to unify existing locations, elevations, size, materials and type.

4.4 Plans, Specifications, and Estimate

4.4.1 PS&E

The Consultant shall prepare complete PS&E documents, which include design improvement plans, bypassing plans, specifications, and engineer’s estimate. The traffic control plans, and bypassing plans will be incorporated into the design improvement plan as actual design sheets (technical specifications will be included in the specifications). PS&E documents shall be prepared according to City’s standards and current CA 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.

The Consultant shall provide one electronic (PDF) copy to the City Project Manager, one set of specifications (PDF), and one engineer’s estimate (PDF) at the 50%, 90%, and 95% 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) 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 USB drive
- Resident Engineer (RE) file on a USB drive

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.**

4.5 Public Outreach

The Consultant will need to prepare **all** public notices along with right-of-entry letters 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. Altering project plans to adhere any design changes needed.
6. Performing field observations during construction period; and
7. 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 and post-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. The Consultant shall sign the Acknowledgement of Monument Preservation.

4.10 Rights of Entry

Consultant shall assist the City in obtaining rights of entry documentation from property owners where work is required on private 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 may be required for the project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than **Wednesday, November 8, 2023, at 3:00 p.m.** to:

CITY OF STOCKTON
ATTN: LISZET BURGUENO
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 "SCRIBNER ST AREA BACKYARD SEWERS" for the City of Stockton (Project No. UW23020). 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 Lizset Burgueno at Lizset.Burgueno@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:

Lizset.Burgueno@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 Works](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 proposal:

- 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 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. 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. 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 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 * (Three for the firm, two of which are familiar with the proposed team)
- Schedule * (Microsoft Project schedule, with key dates, milestones, critical path)

- Local Preference * (Statement and Supporting Information)
- Cost Proposal (**separate sealed envelope**)

*** Included as Body of Proposal**

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10. The proposer shall submit three (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 25 pages, including resumes and the cover letter. All other requested forms should be submitted as part of an appendix which will not count toward the page limit.

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 individual 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 subconsultants. 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 subconsultants. 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 subject project.

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.

6.10 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 in a separate sealed envelope. Identify all key members, including subconsultants, 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.

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.

7.0 PROPOSAL EVALUATION

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

<u>Event</u>	<u>Date</u>
Post Request for Proposals	October 4, 2023
Written Questions submitted by	October 17, 2023
Response to Written Questions	October 23, 2023
Proposals due	November 8, 2023
Negotiations	November 2023
Anticipated City Council Approval	February 2024

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). Cost will be a factor in evaluation, but selection is predominately qualifications based. 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. Please allow for three weeks to evaluate proposals.

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 – Location Map