



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE**

**GREATER DOWNTOWN BIKE AND PEDESTRIAN CONNECTIVITY**  
CITY PROJECT NO. WT22051 / ATPSB1L-5008(200)

**Issued by:**

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

**Date Issued:** Friday, January 19, 2024

**Written Questions Due:** Friday, February 2, 2024

**Date Proposals Due:** Tuesday, February 20, 2024, by 3:00 PM

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## **INTRODUCTION**

The City of Stockton (City) is requesting proposals from qualified firms to provide professional engineering services to prepare the plans, specifications and estimate for the Greater Downtown Bike and Pedestrian Connectivity Project.

The Consultant shall be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM), chapter 10, section 10.2, and demonstrate experience with similar types of projects.

### **1.0 BACKGROUND**

Downtown Stockton currently has a very limited network of bicycle and pedestrian crossing facilities. The downtown Stockton area has the highest concentration of jobs and businesses in the City. Downtown Stockton has many community destinations that serve both downtown residents and residents from across the City. The project area currently has no striped bike lanes and lacks proper pedestrian facilities, leaving significant gaps in the area for bicycle and pedestrian connectivity. The project streets run through the Downtown Core and link residential communities to parks, schools, Cabral Station (Amtrak, ACE) RTD Bus Station, Stockton Arena, government offices, commercial destinations, and employment centers. This project will provide bicycle, pedestrian, and traffic calming improvements on two important north-south corridors, Lincoln Street and Aurora Street, and one east-west street: Rose Street. Lincoln Street north of the Stockton Marina has two vehicle lanes but is mostly designed with four vehicle lanes south of the Stockton Marina. The Rose and Aurora corridors are smaller streets, each with two vehicle lanes. Lincoln Street has a posted speed limit of 30 MPH and Aurora Street and Rose Street have posted speed limits of 25 MPH. This project was developed in conformance with the Downtown Stockton Active Transportation Plan, Stockton Bicycle Master Plan, and Stockton Safe Routes to Schools Plan. This project directly responds to community needs by improving bike and pedestrian connectivity, safety, access, and mobility to and within downtown Stockton.

The City applied for and secured State funds through the Active Transportation Program (ATP) Cycle 5 grant process and has completed the required California Environmental Quality Act (CEQA) documentation for the project.

### **2.0 PROJECT DESCRIPTION**

The proposed project will construct bicycle facilities and pedestrian improvements on **Lincoln Street** from Harding Way to Fremont Street and from Weber Avenue to Turnpike Road, **Rose Street** from Pershing Avenue to California Street, **Aurora**

---

## **Request for Proposals**

**Street** from Park Street to Lindsay Street and from Channel Street to Fifth Street, **Lindsay Street** from Aurora Street to Grant Street, **Grant Street** from Lindsay Street to Channel Street, **Channel Street** from Grant Street to Aurora Street, and **Fifth Street** from Aurora Street to California Street. Project will also install rectangular rapid flashing beacons (RRFBs), reconstruct curb ramps to Americans with Disabilities Act (ADA) standards, high visibility crosswalks, signal timing improvements and install new signage within the aforementioned project limits to meet the current Public Right of Way Accessibility Guidelines (PROWAG). Improvements include but are not limited to:

- **Lincoln Street** – Implement a road diet from Harding Way to Fremont Street. Install class II bike lanes from Harding Way to Fremont Street and from Weber Avenue to Turnpike Road. Slurry seal at key locations. Adjust to grade utilities and monuments in bikeways. Bikeway designation and wayfinding signage throughout. Other improvements include high visibility crosswalks, ADA compliant curb ramps, curb, gutter, sidewalk, RRFBs, leading pedestrian intervals, and bicycle detection at signalized intersections, and signing.
- **Aurora Street** – Install class III bike boulevard from Park Street to Miner Avenue, class II buffered bike lanes from Miner Avenue to MLK Boulevard, class III bike boulevard from MLK Boulevard to end (California Street). Install speed cushions from Park Street to Hazelton Avenue and MLK Boulevard to end (California Street). Slurry seal at key locations. Install bikeway designation and wayfinding signage throughout. The route is diverted to Grant Street, from Lindsay Street to Channel Street. Other improvements include high visibility crosswalks, ADA compliant curb ramps, curb, gutter, sidewalk, and RRFBs.
- **Rose Street** – Install class III bike boulevard from Pershing Avenue to California Street, with supplementary speed cushion, bikeway designation and wayfinding signage throughout. Other improvements include high visibility crosswalks, ADA compliant curb ramps, curb, gutter, sidewalk, and RRFBs.

Additionally, existing pavement conditions along portions of Lincoln, Aurora, and Rose Streets will need to be assessed and treatments recommended as needed within the proposed bicycle facilities and crosswalks.

See **Project Location and Improvement Maps (Attachment A)** for approximate locations and details of project improvements.

### 3.0 **SCOPE OF WORK**

The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates for construction of the

---

## **Request for Proposals**

desired improvements. 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. Consultant is encouraged to include items that are felt necessary for this project within the intent of the grant application.

The selected consulting firm will provide project management, coordination, and preparations of all required construction documents and deliverables. Deliverables are as identified in this RFP and within subsections of this Scope of Work. This work will include, but is not limited to the following tasks:

### **3.1 Background Research**

The Consultant shall conduct a field reconnaissance of the project area, research and review existing topographic mapping, right-of-way maps, “as-built” plans, record maps, surveys, assessor maps, improvement plans, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit signs, on-street parking, bus route movements, and other characteristics for the project.

The Consultant shall also conduct field surveys that include collecting topographic information and locating and 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 that conflict with or will be directly affected by the project improvements.

The Consultant shall also conduct a parking study along Lincoln and Aurora Streets where Class II bicycle lanes will be installed and provide recommendations for on-street parking removal.

The Consultant shall also conduct a pavement condition assessment within the project limits in the project bicycle facilities and propose surface preparations and treatment.

### **3.2 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 60% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 60% 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.
- Potholing for utilities shall be included (assume 4 potholes per corridor, total of 12 potholes).

### **3.3 Plans, Specifications, and Estimate (PS&E)**

The Consultant shall prepare and complete PS&E documents, which include design improvement plans for demolition, grading, striping, electrical, drainage, paving, staging, erosion control, traffic control, and

other civil details as well as 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 Caltrans Standard Specifications, and current 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 within the project area. The project shall use the existing curb-to-curb width. The Consultant shall conform the design to comply with Americans with Disabilities Act (ADA). If dual accessible ramps cannot be installed for this project, the Consultant shall prepare an internal memo for the project file and provide justifications.

**DELIVERABLES:** The Consultant shall provide PS&E documents to the City for review at 30%, 60%, 90%, and 100% completion stage. The Consultant shall provide one set of full size, 24"x36" plans (PDF), one set of specifications (PDF, Word) and the engineer's estimate (PDF/Excel) at each design stage. The Consultant shall utilize Bluebeam software for the PDF submittals. With each stage of review, the Consultant shall review and incorporate comments, create a comment matrix to track all comments, and provide a signed Quality Control Checklist. Any comments not incorporated into the submittals shall be tracked and justification provided in the comment matrix. The Consultant shall submit a comment response matrix from the previous submittal with the proceeding PS&E submittal at each design stage. The Consultant shall provide the City electronic copies of the PS&E after the 100% comments have been incorporated as a final check prior to plotting the plans on mylars.

The Consultant will provide all correspondence and work products for City files.

### **3.3.1 30% Conceptual Layout**

At a minimum the 30% design should include a basic geometric configuration of roadway striping layouts, curb alignments at round corner improvements, and typical cross sections. Consultant to consider turning motions of Stockton Unified School District, Stockton Fire Department, San Joaquin Regional Transit District, and Stockton Waste Management vehicles, as well as semitrucks with trailers when designing the project.

### **3.3.2 60% PS&E**

At a minimum the design should be developed to adequately identify locations of utilities, right-of-way, geometric features, and other design elements. Project estimates and specifications shall be included at this stage.

### **3.3.3 90% PS&E**

The review comments from the 65% submittal shall be itemized and a written response to the comments shall be prepared in a comment matrix. The original red-line mark-up from the City shall be returned with the succeeding submittal. As applicable, any signal timing worksheets must be submitted for review.

### **3.3.4 100% PS&E**

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. The Consultant will provide the necessary final PS&E documents in a bid-ready form. Project files and the Project Engineer/Resident Engineer file will also be submitted with the Final PS&E.

### **3.3.5 Quality Control**

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

## **3.4 Public Outreach**

The Consultant shall research and develop a stakeholder database of potentially interested parties, which will be updated throughout the project with names from the public meetings, sign-in, information from the project team and from telephone, email and personal contact as well as the preferred method of contact, and potential key interest/concerns. The database will be coded according to the interest and involvement with the project. Among the groups on the stakeholders list will be the following:

- Council members and other elected and appointed officials

- Downtown Stockton Alliance
- Local Bicycle Groups
- Residents and property owners adjacent to the proposed project area
- Businesses and other establishments adjacent to the project area
- Emergency Responders
- School District
- Public Transit

There will be a minimum of two (2) Public Information Meetings to present concepts and design features to the neighboring residents and businesses, and to the public. The Consultant in collaboration with City staff will determine the locations near the project site to have each meeting. The meetings will be designed primarily to provide information on the project features, goals, and construction impacts.

The Consultant will schedule the meetings and make all meeting arrangements; secure meeting location(s), write, design, and issue meeting notices by first-class mail to stakeholders and by third-class mail to nearby residents; prepare agendas, sign-in sheets, comment sheets, signage, and other print materials; facilitate meeting proceedings; venue coordination, prepare exhibits and a PowerPoint presentation for each meeting to illustrate concepts and plan elements; record public comments/assist with appropriate responses; and prepare a detailed meeting report. The Consultant shall administer Title VI compliance documentation at the public meeting. Following the meeting, the Consultant shall develop a summary of the meeting which will include all feedback received and photographs of the meeting. The meeting should be scheduled after the 60% plans have been prepared.

### **3.5 Coordination/Meetings**

The Consultant shall attend a design kick-off meeting and other subsequent meetings with the City (in-person or virtual), 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.

**DELIVERABLE:** The Consultant shall prepare and provide a comprehensive work 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 duration of the PS&E phase of the project. An updated project schedule shall be submitted after each submittal review.

### **3.6 Design Support During Construction**

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in addressing inquiries submitted during bidding and design support during construction phase of the project.

Consultant shall include services for design support during construction which include responding to RFIs, submittal reviews and approvals, altering project plans to address any design changes necessary during construction or inconsistencies (at no additional cost to the City), assist City staff in reviewing Contract Change Orders, attend construction and field meetings if necessary, assist the City Inspector with specific design-related issues during construction and any needed consultation with the construction contractor and/or the City Project Manager/Resident Engineer throughout construction.

### **3.7 As-built Drawings**

The Consultant should prepare as built drawings upon receipt of red lines from the contractor. The Consultant shall provide electronic copies of the As-built sheets. As-built record drawings shall reflect change orders, accommodations, and adjustments to all improvements constructed. Prior to accepting the As-built Plans, City staff will review the Record Drawings and electronic files to confirm that they reflect what has been constructed. Electronic files of the As-built drawings (PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built Mylars. Changes should be reflected on the mylars either by hand or on a newly printed sheet.

### **3.8 Preserving and Perpetuating Survey Monuments**

The Consultant shall identify, list, and show existing survey monuments on construction plans. Consultant shall file a Corner Record or Record of Survey with San Joaquin County for monuments within the project limits that have not been previously recorded and submit a copy to the City. 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 form. See **Attachment B**.

### **3.9 Performance Outcome**

Consultant shall perform and provide to the City before and after construction pedestrian and bicycle counts in accordance with the Interim Count Methodology Guidance. Before construction counts shall be conducted no more than 6 months before the construction phase begins, and after construction counts shall be conducted at least 6 months after project completion (before and after counts must be performed at the same location on the same days of the week, the same times of day, and the same week of the year; refer to the ATP Count Methodology Guidelines for count data collection methods and requirements). The Consultant shall recommend the locations, dates, times and counting periods during the design process and submit them to the City for acceptance.

### **3.10 Environmental Services**

The City has secured CEQA clearance. No environmental services will be required.

## **4.0 PROJECT GENERAL INFORMATION**

### **4.1 Proposal Submissions**

Proposals shall be submitted no later than **3:00 PM on Tuesday, February 20, 2024**, to:

SAID BILAL HOUSEYNI  
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 “**GREATER DOWNTOWN BIKE AND PEDESTRIAN CONNECTIVITY**” for the City of Stockton (**City Project No. WT22051 / ATPSB1L-5008(200)**). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be mailed to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov) and Said Bilal Houseyni at

---

### **Request for Proposals**

Greater Downtown Bike and Pedestrian Connectivity  
Project No. WT22051 / ATPSB1L-5008(200)

[Said.Houseyni@stocktonca.gov](mailto:Said.Houseyni@stocktonca.gov). This electronic submittal shall **not** include the cost proposal.

#### **4.2 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 the requested information could be grounds to reject the proposal.

#### **4.3 Proposal Questions and Requests for Clarification**

Any question or request for clarification shall be submitted in writing to:

[Said.Houseyni@stocktonca.gov](mailto:Said.Houseyni@stocktonca.gov)

Cc: [Dawn.Clement@stocktonca.gov](mailto:Dawn.Clement@stocktonca.gov)

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on BidFlash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

[https://www.stocktonca.gov/services/business/bidflash/pw.html?dept=Public\\_Works](https://www.stocktonca.gov/services/business/bidflash/pw.html?dept=Public_Works)

#### **4.4 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 disqualifications/rejection of proposer's proposal and considered nonresponsive.

---

### **Request for Proposals**

- 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.

#### **4.5 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.

#### **4.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposers 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.

#### **4.7 State Program Requirements**

The requirements for state funded projects will apply to this Request for Proposals, and the Proposers will be required to submit all required forms. See **Attachment F, State Aid Consultant Contract Provisions** for the terms and copies of currently required forms. Forms can also be found on Caltrans website:

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

#### **4.8 Department of Industrial Relations**

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

#### **4.9 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.

#### **5.0 REQUIRED PROPOSAL CONTENT**

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost proposal (separate sealed envelope)

The body of the technical proposal shall not exceed twenty (20) pages (8 ½" x 11") with a minimum font size of 10. The proposer shall submit three (3) bound sets of the proposal, one (1) unbound proposal, and an electronic pdf copy of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than thirty (30) pages, including resumes and the cover letter.

Late submittals or submittals of additional information after the due date will **not** be accepted.

#### **5.1 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.

---

#### **Request for Proposals**

## **5.2 Table of Contents**

The proposal should include a table of contents.

## **5.3 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.

## **5.4 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.

## **5.5 Project Understanding**

Describe your understanding of the needs of the Greater Downtown Bike and Pedestrian Connectivity, Project No. WT22051.

## **5.6 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.

#### **5.7 Examples of Experience with Similar Types of Work**

Provide examples of projects similar in scope and size to this project.

#### **5.8 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.

#### **5.9 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. The schedule shall be updated periodically.

The selected Consultant shall be expected to begin work within two weeks of contract signing and complete the final design by **Summer 2025**.

#### **5.10 Cost Proposal**

Proposer shall submit a cost proposal **in a spreadsheet identifying** all key members, their name, title, hours per task, hourly rate, direct labor, overhead, and percentage of work by task, **including subconsultants**. Include total fees for all costs to complete all the tasks. Proposers shall refer to **Attachment E – Sample Cost Proposals** to provide the cost proposal **in the sealed cost envelope**.

**The cost proposal must be in a sealed envelope separate from the proposal.**

## 6.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	January 19, 2024
Written Questions submitted by	February 2, 2024
Response to Written Questions	February 13, 2024
Proposals Due	February 20, 2024
Negotiations	March 2024
City Council Approval	June 2024

### 6.1 Proposal Evaluation

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

### 6.2 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. Once negotiations with the highest-ranked Consultant is completed and the Contract is awarded, the unopened sealed cost proposals will be mailed back to the other Consultants.

The selected Consultant will enter into a Professional Services Contract with the City. 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 Council approves the contract and the City manager signs it. Therefore, submitted proposals from all proposers are not subject to public review until Council approval of contract. **Work performed before the issuance of a Notice to proceed cannot be paid by the City.**

---

### **Request for Proposals**



**ATTACHMENTS:**

**Attachment A – Project Location and Improvement Maps**

**Attachment B – Acknowledgement of Monument Preservation**

**Attachment C – Instructions to Proposers**

**Attachment D – Consultant Evaluation Sheet**

**Attachment E – Sample Cost Proposal**

**Attachment F – State Aid Consultant Contract Provisions**