



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE**

HAMMER LANE TRAFFIC SAFETY IMPROVEMENTS

City Project No. WT23040
State Project No. HSIPSL-5008(211)

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: Monday, April 15, 2024

Written Questions Due: Tuesday, April 30, 2024

Proposals Due: Tuesday, May 14, 2024, by 3:00 PM

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified consulting firms to provide professional services to prepare plans, specifications, estimate, and provide design support during construction for the Hammer Lane Traffic Safety Improvements project from Lower Sacramento Road to Tam O'Shanter Drive, City Project No. WT23040/State Project No. HSIPSL-5008(211).

2.0 BACKGROUND

Hammer Lane was identified as one of the City's highest priority roadway segments for reducing vehicular, pedestrian, and bicyclist collisions through the Systemic Safety Analysis Plan and Local Road Safety Plan (SSAR/LRSP). The City applied for and secured state funds from the Highway Safety Improvement Program (HSIP) Cycle 11 for the design and construction of traffic safety improvements along Hammer Lane. The project limits span from Lower Sacramento Road to Tam O'Shanter Drive, including five existing signalized intersections (see **Attachment A**). The project will install radar speed feedback signs, lighting, signal hardware, and roadway marking/stripping. These identified safety improvement measures will increase visibility, reducing potential collisions, and increasing pedestrians' and bicyclists' safety.

3.0 PROJECT DESCRIPTION

This Request for Proposal (RFP) will provide the preparation of environmental documents for CEQA, technical memo, project plans, specifications, and cost estimate, and design support during construction for the project improvements along Hammer Lane, including five existing signalized intersections. The project will install radar speed feedback signs, pedestrian scale lighting, reflective signal backplates, and roadway marking/stripping, including converting the existing bike lane to a buffered bike lane.

The Consultant proposing on this project shall also be responsible for:

- Right of Way Certification
- Design of the street lighting and signal improvement upgrades, including bike detection, per current standards.
- Adhering to Americans with Disabilities Act (ADA) requirements to provide an accessible pedestrian access route, where applicable.
- Sign and striping.
- Conduct surveying to prepare and finalize the plans (at least 400 feet in all directions), research record of surveying and fill and sign City's Surveyor Monuments Preservation Forms, **Attachment D**. The survey for design shall cover overhead utilities.

- Assessment of all underground/overhead utilities within the project scope of work. Potholing to verify all underground utilities.
- Traffic staging and detour plans during construction.

The Consultant must be familiar with the Caltrans Local Assistance Program Guidelines (LAPG) and Procedures Manual (LAPM). This project will require the expertise of a multidiscipline team consisting of Traffic, Civil, and other engineering disciplines to complete the full range of required services. The Consultant shall structure a proposal which accomplishes the objectives of the project.

4.0 SCOPE OF WORK

The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates as identified in this Request of Proposal (RFP) for construction of the desired improvements. The Consultants shall also provide design support services during the construction phase of the project. Design support will endure through the completion of construction. The Consultant is encouraged to team with local consultants as much as possible to accomplish all tasks necessary to complete the project.

If a subcontract for work or services is to be performed, the subcontract must contain all required provisions of the prime contract. Each sub-consultant's cost proposal must follow the same format as the prime consultant's cost proposal. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman, or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth.

The Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this RFP and other information including the City General Plan. The Consultant shall provide a cost proposal (separate sealed envelope) and an anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the design contract will be awarded in September 2024.

The Consultant would provide project management, coordination, and preparation of all required construction documents. This work will include, but is not limited to the following tasks:

4.1 Background Research

The Consultant shall conduct a field reconnaissance of the project area. The Consultant shall review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limits, and bus route movements. The Consultant shall review collision reports, sight distance, and approach speed. The Consultant shall conduct, collect, and review traffic

volume, and other geometrical and operational characteristics for the project and provide a tech memo.

The Consultant shall meet and work with all pertinent utilities to identify utility conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate utility relocations. The Consultant shall coordinate with all utilities in accordance with Caltrans "Manual on High and Low Risk Underground Facility within Highway Rights of Way."

The objective is to eliminate any conflicts encountered during construction, which would pose construction delays or claims. Consultant will need to prepare utility letters and project location exhibits; utility requests need to be on City letter head to avoid paying fees for utility information.

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

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

4.2 Environmental Services

The Consultant shall obtain CEQA environmental clearance for the project. The Consultant shall determine environmental requirements that apply to this project. prepare and submit all environmental documents/reports. NEPA clearance is NOT required for this project.

The City will seek coverage under the San Joaquin Multi-Species Habitat Conservation Plan. If coverage is granted, the preconstruction surveys and monitoring will be provided by a biological firm under contract with San Joaquin Council of Governments. Consultant should plan to provide oversight biological services to ensure that all the permit conditions, mitigation measures, and Incidental Take and Minimize Measure are complied with.

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 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.
- A potholing for utilities task shall be included.

4.4 Plans, Specifications, and Estimate

4.4.1 Engineering Design PS&E

The Consultant shall prepare complete PS&E documents, which include design improvement plans, specifications, and engineer’s estimate. The plans shall include traffic control plans and detours. PS&E documents shall be prepared according to City’s Standards, latest editions of Caltrans Standards, and 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 an electronic PS&E submittal copy to the City Project Manager containing one set of full-size plans (pdf format), one set of specifications (pdf format), and one engineer's estimate (pdf format) at the 30%, 60%, 90%, and 100% design phases to the Engineer for review and comment. The City will make all comments on design submittals via Bluebeam software. With each stage the Consultant shall review comments, incorporate changes into the following submittal, and create a matrix to track all comments.

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

The Consultant is responsible for the final submittal which incorporates all previous review comments, survey information, technical requirements, right-of-way information, utility verification/protection, minimum contractor qualifications, regulatory agency permits and mitigation monitoring requirements, and any applicable encroachment permit requirements, and City requirements. The Consultant will provide the necessary final PS&E documents in a bid-ready form. The final submittal shall include:

- One complete electronic plan set of reproducible 24"x36" as well as on mylars (after editorial review of 100% plan check via Bluebeam)
- Electronic and hard copy, stamped and signed final specifications (in Word and PDF format)
- Electronic and hard copy, stamped and signed final cost estimate (in Excel and PDF format) Drawing files in AutoCAD and PDF format on a CD or USB.
- Resident Engineer (RE) file on a CD or USB.

The Consultant will provide all correspondence for City files.

4.4.2 Quality Control

The PS&E should be subject to quality control reviews before submittal. These reviews will ensure 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 Coordination/Meetings

The consultant shall attend a design kick-off meeting and other subsequent meetings with City, as needed, to finalize the design. The consultant shall attend a pre-construction meeting, a post construction meeting, and meet and assist staff during construction as required. The consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, successors, predecessors, and other relevant data. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

4.6 Design Support During Construction

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in responding to Requests for Information (RFI) during the project advertisement phase. Consultant shall also include services for design support during construction. These services also include responding to all RFIs, submittal reviews and approvals, altering project plans to address any design changes needed. Design changes needed due to error or omission shall be provided at no additional cost to the City. Design support services shall also include any needed consultation with the construction contractor and/or the City Project Manager. The Consultant shall finalize and submit the before and after study report for the project.

4.7 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 Auto Cad. Changes should be reflected on the mylars either by hand or a new printed sheet.

4.8 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.

Consultant should review **Attachment D**, Surveyor Monument Preservation Form, as it will need to be signed by the surveyor during design.

4.9 Rights 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 prepare letters to send property owners and any exhibits needed to adequately portray the work to be done. The City will mail the letters with any exhibits and a right of entry form. These documents are meant for minor conform work that is needed to conform the adjacent properties to the final project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted **no later than 3:00 PM on May 14, 2024**, to:

JIANDONG LIN
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 “**RFP – Hammer Lane Traffic Safety Improvements**” for the City of Stockton (Project No. WT23040). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted.

Proposers shall also email an electronic copy of the proposal to Jiandong Lin at Jiandong.Lin@stocktonca.gov **no later than 3:00 PM on May 14, 2024**.

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:

Jiandong.Lin@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:
www.stocktonca.gov/pwbid

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

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

5.6 Insurance Requirements

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

5.7 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 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>

5.8 Department of Industrial Relations

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

5.9 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.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 25 double-sided pages (8 ½" x 11") with a minimum font size of 10. Proposer shall submit **five (5) bound sets 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-five (35) pages, including resumes and the cover letter.

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

6.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The proposal should include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and 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 sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

6.5 Project Understanding

Describe your understanding of the needs of the Hammer Lane Traffic Safety Improvements, Project No. WT23040 / HSIPSL-5008(211).

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 and complete the final design by **Fall 2025**.

6.10 Cost Proposal

Proposer shall submit a cost proposal in a spreadsheet identify all key team members, their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task, including subconsultants. Include total fees for all costs to complete all tasks. Proposers shall refer to **Attachment E**, Sample Cost Proposals, to provide the cost proposal. The cost proposal shall have both the cost spreadsheet and **Attachment E** submitted in a separate sealed envelope clearly labeled "Cost Proposal".

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

7.0 PROPOSAL EVALUATION

The Consultant Selection process will approximately follow the timeline shown below, but is subject to change:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	April 15, 2024
Written Questions submitted by	April 30, 2024
Response to Written Questions	May 7, 2024
Proposals Due	May 14, 2024
Negotiations	Week of May 27, 2024
City Council Approval	September 2024

7.1 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 (See **Attachment C**). Cost proposals will not be opened until after other categories have been evaluated.

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 number one ranked firm and negotiations will be opened 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 – State Funded Contracts

Attachment C – Evaluation Scoring Sheet

Attachment D – Surveyor Monument Preservation Form

Attachment E – Sample Cost Proposal

Attachment F – State Aid Consultant Contract Provisions