



REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
ALPINE PERSHING MENDOCINO BICYCLE-PEDESTRIAN
CONNECTIVITY

FEDERAL PROJECT NO. ATPSB1L-5008(205)
CITY PROJECT NO. WT24037

Issued by:

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

Date Issued: Wednesday, September 27, 2023

Written Questions Due: Tuesday, **November 21**, 2023

Date Proposals Due: Wednesday, **November 29**, 2023, by 3:00 PM

Late Submittals Will Not Be Accepted

1.0 INTRODUCTION

The City of Stockton (City) is seeking proposals from qualified firms to assist the City through the Project Approval and Environmental Documentation (PA&ED) phase of the Alpine Pershing Mendocino Bicycle-Pedestrian Connectivity, City Project No. WT24037/Federal Project No. ATPSB1L-5008(205).

PA&ED includes preparation of preliminary design, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) documents, public outreach, and identification of right-of-way. This project is likely to require the expertise of a multidisciplinary team consisting of transportation, civil, and environmental engineering, and public relations.

The Consultant must be familiar with the California Transportation Committee 2023 Active Transportation Program Guidelines, Caltrans Local Assistance Program Guidelines (LAPG), and Program Manual (LAPM).

2.0 BACKGROUND

The City (the implementing agency) partnered with San Joaquin County to apply for funding from the Active Transportation Program (ATP) Cycle 6 to implement bike facilities and pedestrian crossing improvements per the Bike Master Plan and the Safe Routes to School plan. The City secured ATP funds for PA&ED, plans, specifications, and estimates (PS&E), right-of-way (R/W), and construction phases for the Alpine Pershing Mendocino Bicycle-Pedestrian Connectivity project.

No bicycle facilities currently exist on any of the roadways that are part of this project. Alpine Avenue and Mendocino Avenue currently provide two travel lanes in each direction with on-street parking. Pershing Avenue is a high-speed arterial, with five travel lanes including turn lanes in its current configuration. While sidewalks are provided throughout the corridor, high speeds can deter bicycling and walking, and multiple collisions have occurred at crossings.

The completed Project will establish a new low-stress connection comprised of Class II buffered bike lanes on Alpine Avenue from Ryde Avenue to Pershing Avenue, and a two-way Class IV cycle track from Pershing Avenue to Mendocino Avenue and Kensington Way. Substantial safety improvements will be made for both bicyclists and pedestrians at intersections, including the redesign of the intersection at Alpine and Pershing, the removal of channelized turn lanes at Alpine and Pershing, Pershing and Mendocino, and Mendocino and Kensington Way, and multiple crossing enhancements like high visibility crosswalk markings, RRFBs, a pedestrian crosswalk refuge, and a new traffic signal at Pershing and Mendocino (Attachment A).

Installation of a new traffic signal, which was identified in the City's Traffic Signal, Roundabout, and Projected Left-Turn Phasing Priority Studies, is included as part of the project's scope.

The project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within 2 miles of a public school or within the vicinity of a public-school bus stop and the students must be the intended beneficiaries of the project. For Safe Routes to School non-infrastructure, the program must benefit school students/parents and primarily be based at the school. See Attachment D for complete grant application.

3.0 PROJECT DESCRIPTION

This Request for Proposals (RFP) will provide for the preparation of environmental documents for CEQA/NEPA, transportation analyses, and preliminary design for the bike and pedestrian improvements along Alpine Avenue, Pershing Avenue, and Mendocino Avenue.

4.0 SCOPE OF WORK

The Consultant shall prepare and provide a detailed scope of services for the design of this project based on, in part and at a minimum, information presented in this RFP, project's ATP application, and other available information. The Consultant shall provide a cost proposal, which accomplishes the objectives of the project's PA&ED phase.

This phase of the project scope of work includes but is not limited to the following:

- Perform a site survey to examine and analyze all existing site conditions, including pavement condition assessment within the project limits in the proposed bicycle facilities
- Preparation of environmental documents for CEQA/NEPA
- Transportation Analyses
- Preliminary design for the bike and pedestrian improvements
- Public Outreach Plan

The Consultant is encouraged to team-up with local firms.

Consultant is also encouraged to include additional items/tasks not covered by this RFP that will add value to the project. Clearly identify these additional scope of work items in the work plan and cost proposal.

The Consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing the latest version of Microsoft Project. The project schedule shall show the task, duration, milestones, assignments, critical paths, and other relevant information. Assume a project start date of early April 2024. The project schedule will be maintained and updated monthly throughout the PA&ED phase of the project.

The work will include, but is not limited to, the following tasks:

4.1 Background Research

The Consultant shall research and review existing topographic mapping, photos/images, right-of-way maps, 'as-built' plans, record maps, surveys, assessor maps, and local street improvement plans for the project.

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, on-street parking conditions, and bus route movements. The Consultant shall review collision reports, sight distance, approach speed. The Consultant shall conduct, collect, and review traffic volume, and other geometrical and operational characteristics for the project.

4.2 Environmental Services

The Consultant shall prepare the environmental documents needed to obtain and secure environmental clearance under the CEQA and NEPA. The Consultant should assess the project scope and determine the proper level of documents to prepare, including any technical studies that will be required. The consultant shall coordinate with San Joaquin Council of Governments (SJCOG) to provide coverage for impacts to biological resources under San Joaquin County Multi-Species Habitat Conservation and Open space Plan (SJMSCP).

A tree study shall be conduct for potential tree removal and recommended mitigation.

4.3 Transportation Analyses

The Consultant shall research and prepare pertinent analysis and evaluation of the project's traffic element. Identify and state methodology of analysis, evaluation of existing conditions and proposed conditions for walking, cycling, parking, roadway segments and intersections, evaluation of sight distance, recommendation of necessary improvements to meet City's minimum level of service (LOS), validate signal warrants, and include appendices which consist of the raw traffic counts, raw traffic analysis, etc. The final report shall be signed and stamped by a registered California Professional Traffic Engineer or Civil Engineer.

4.4 Preliminary Design

The Consultant shall provide preliminary design to 40% level and the engineer's cost estimate. Plans shall depict the configuration of the proposed project scope, identify right-of-way needs, and recommendations by the studies prepared in this phase. The Consultant shall prepare analysis and make recommendations for pavement improvements and utilities underground that may conflict with new proposed reconfiguration of intersections or roadway segments. The 40% plan shall include all documentations supporting the above mentioned tasks.

4.5 Public Outreach

The Consultant shall prepare a public outreach plan appropriate for PA/ED scope of work. Once the public outreach plan is approved by the City, the consultant will be expected to coordinate and perform all necessary public outreach activities, including public meetings, flyers, newsletters, or other forms of outreach as appropriate.

4.6 Coordination/Meetings

The consultant project team shall arrange and perform regular coordination meetings via Microsoft Teams.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted **no later than 3:00 PM on November 29, 2023** to:

LETICIA SALDIVAR
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 - ALPINE PERSHING MENDOCINO BICYCLE-PEDESTRIAN CONNECTIVITY**” for the City of Stockton (City Project No. WT24037/Federal Project No. ATPSB1L-5008(205)). 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 emailed to Nguyet Pham at Nguyet.Pham@stocktonca.gov and Leticia Saldivar at Leticia.Saldivar@stocktonca.gov. Cost proposal shall not be included in the email.

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:

Leticia.Saldivar@stocktonca.gov

Cc: Chyerle.Leach@stocktonca.gov

Requests for clarification shall be submitted in accordance 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>

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/bid 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.
- 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 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.

5.9 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 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>

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 20 single-sided pages (or 10 double-sided pages) with a minimum font size of 10. Proposer shall submit four (4) 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 cover, cover letter, folder, table of contents, resumes, or section dividers. Forms required per Instructions to Proposers (Attachment B) should be submitted as part of the appendix and will not be counted towards the page limit.

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 interests.

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 sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any 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 project goals and objectives.

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.

6.10 Cost Proposal

Proposer shall submit a cost proposal **in a spreadsheet identifying** all key 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 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.

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	September 27, 2023
Written Questions submitted by	November 21 , 2023
Response to Written Questions	November 27 , 2023
Proposals Due	November 29 , 2023
Negotiations	Week of December 18 , 2023
City Council Approval	April 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 Consultant Evaluation Sheet (Attachment C).

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 negotiations will be opened with the second highest ranked firm. The compensation discussed with one prospective consultant will not be disclosed or discussed with another consultant.

The selected consultant will be expected to enter 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 projects

Attachment C – Consultant Evaluation Sheet

Attachment D – Complete ATP Cycle 6 Application

Attachment E – Sample Cost Proposals

Attachment F – State Aid Consultant Contract Provisions