REQUEST FOR PROFESSIONAL
ENGINEERING SERVICES

FOR THE

SEWER TRUNK LINE REHABILITATION PROJECT
(PERSHING AVENUE, M16003, AND
NAVY DRIVE 24-INCH AND 30-INCH, M16004)

Issued By:

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

DUE DATE: FRIDAY, SEPTEMBER 25, 2015 @ 4:00 p.m.
1.0 INTRODUCTION

The City of Stockton (City) is soliciting proposals to provide professional engineering services to prepare a preliminary design report for the structural evaluation of the Pershing Avenue, and the Navy Drive 24-inch and 30-inch Sewer Trunk Lines, and prepare the design documents for the repairs of each existing sewer trunk line (project).

The City proposes to engage the services of a Consultant to determine the structural integrity and useful life of the sewer trunk lines; recommend rehabilitation measures and alternatives to extend the useful life of the pipes based on the results of investigation and based on recent closed circuit television (CCTV) inspections.

2.0 BACKGROUND

The sewer replacement project is designed to facilitate the rehabilitation of existing sewer trunk lines that are deteriorating and/or have the potential for structural failure.

3.0 PROJECT DESCRIPTION

The project includes the replacement of approximately 4,311-feet of existing 30-inch diameter sewer line along Pershing Avenue, 1,850-feet of existing 24-inch and 1,850-feet of existing 30-inch diameter sewer line along Navy Drive (Attachment A – Vicinity Map).

4.0 SCOPE OF SERVICES

The Consultant shall perform the following professional services described in this section:

Part I – PRELIMINARY DESIGN REPORT

The purpose of the preliminary design report (report) is to determine the structural integrity and useful life of the pipes; and recommend multiple rehabilitation measures and alternatives to extend the useful life of each pipe segment along Pershing Avenue and Navy Drive, based on the results investigated and most cost effective.

The following are the minimum required services that will need to be included in the Scope of Services:

1. Kick-off meeting and a minimum of one progress meeting (phone conference). 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.

2. For each pipe segment reach, the Consultant shall review existing CCTV inspection reports and videos to confirm deficiencies, assess the suitability for trenchless rehabilitation or replacement, locate manholes, and determine the locations of laterals. There are no manhole inspection reports. The Consultant must coordinate with City to access each manhole once selected. Existing CCTV inspection reports and videos of the sewer main line will be made available to the selected Consultant.
3. Recommend a number of rehabilitation measures to extend the useful life of each pipe segment. The recommendation of the rehabilitation measures shall be as specific as possible and include product names, etc. Any rehabilitation measures recommended shall include references and examples of where the proposed technology was utilized. Consultant shall conclude with a preferred, final recommendation.

4. Costs for all recommended rehabilitation measures/alternatives shall be included in the Report. Costs shall include all engineering, design, construction, permit acquisition, environmental mitigation measures (if necessary), etc. to completely carry-out the recommended measure/alternative for each pipe segment.

5. In addition to costs, the following are required to be considered in the decision matrix of the final recommendation:
   a. Impacts to residential neighbors; and
   b. Sewage flow bypassing


7. 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 a base line, the tasks, duration, milestones, assignments, critical paths, and other relevant data (including all city procedural steps, design and an estimated construction schedule).

**Part II – ENGINEERING DESIGN**

**Task I – 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 and referencing any survey monumentation to be compromised by the project.

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 will need to prepare all public notices required to access private property during field reconnaissance and also provide a right of entry letter to access those private properties. 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.

The Consultant will need to prepare utility letters and project location exhibit, utility requests need to be on City letter head to avoid paying fees for utility information, to coordinate and
identify existing utilities that will be impacted or cause impact by the proposed project. The Consultant will need to coordinate with the City to the maximum extent possible to route this information to utility companies.

The Consultant will provide copies of all correspondence, public notices, and right of entry letter’s for City files.

**Task II – Plans, Specifications, and Estimate (PS&E)**

The Consultant shall prepare complete PS&E documents for each pipe segment as its own individual project (three (3) PS&E packages – Pershing Avenue and Navy Drive), which include design improvement plans, traffic control plans, bypassing plans, specifications, and engineer’s estimate. The traffic control plans and bypassing plans will be incorporated into the design improvement plans as actual design sheets (technical specifications will be included to specifications). PS&E 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 format) copy to Engineer and four (4) 36”x24” sets of plans, one set of specifications, and one engineer’s estimate at the 50% and 90% phases to the Engineer for review and comment. With each stage, the review comments from previous stages shall be itemized and a written response to each shall be prepared in a comment matrix. The original red-line comments from the reviewing agency shall be returned with the succeeding submittal. The Consultant shall provide one electronic (pdf format) copy at 100% 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 plan set of reproducible (36”x24”on mylars), final cost estimate (stamped, in excel and pdf format), and final specifications (in word and pdf format) delivered to the City, along with a CD disk containing all electronic files including AutoCAD drawing files. After completion of the construction, Consultant will incorporate the red lines (provided by contractor) into an as-built set on re-signed mylars (if minor changes, Consultant can as-built the plans or authorize the City to as-built set of redlines).

The Consultant will provide all correspondence for City files.

**Task III – Coordination/Meetings**

The Consultant shall establish a clear and consistent communication with the City to discuss progress of design. The Consultant shall attend meetings (or conference call) with City as needed to discuss and finalize the design.
Task IV – Bid Support Services

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.

Part III – CONSTRUCTION PHASE

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. Performing field observations during construction period; and
6. Preparing Record Drawings on mylars based upon Contractor field as-builts.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Any question or request for clarification shall be made in writing and directed to Rosa Alvarez, via email at: rosa.alvarez@stocktongov.com with the Subject Line to read: “Sewer Trunk Line – Pershing Ave and Navy Drive”. Such request for clarification shall be delivered to the City via email by Monday, September 21, 2015, 12:00 p.m.

Proposals shall be submitted no later than 4:00 p.m. on Friday, September 25, 2015 to:

ROSA ALVAREZ  
CITY OF STOCKTON  
PUBLIC WORKS DEPARTMENT  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside “Sewer Trunk Line – Pershing Ave and Navy Drive.” Late proposals will not be accepted.

5.2 Licensing Requirements

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

A City of Stockton business license is required for this project. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.3 Insurance Requirements

Proponent, at proponent’s sole cost and expense and for the full-term of the contract or any extension, shall obtain and maintain all of the insurance requirements listed in Attachment B,
**Instructions to Proposers Locally Funded Contracts.** All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City, as to form and content.

5.4 **Department of Industrial Relations**

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

5.5 **Product Ownership**

Any documents resulting from the contract will be the property of the City.

**6.0 REQUIRED PROPOSAL CONTENT**

The City requests that the proposal clearly address all of the requirements outlined in the RFP. Consultant shall submit four (4) bound sets of its proposal containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. Proposals shall be no more than 20 pages, including resumes and the cover letter.

Double sided pages will count as two pages. The proposal must include, at a minimum, the following information:

1. A summary of the Consultants understanding of the project as a whole and the unique capabilities to perform the services required.

2. The Consultant’s implementation plan with a project schedule including a list of tasks and any additional field investigation or exploratory work to be performed and proposed deliverables.

3. The Consultant’s experience and history in performing (trenchless technologies, i.e. cured-in-place pipe, pipe bursting, etc.) this type of work on similar projects, including the Consultant’s ability to provide prioritized project recommendations and scheduling based on an aggressive timeline. Include references of persons, firms, or agencies that the City may contact to verify the experience of the Consultant.

4. A table of organization setting forth the project manager, supporting staff, and sub-Consultants.

5. A statement of qualifications and experience for each licensed individual or certified individual proposed to perform responsible portions of the work. Firms must be able to provide sufficient staffing with qualified individuals throughout the contract.

6. Consultant fee schedule for the duration of the project, including rates for key staff, proposed level of effort (in hours and cost) for each major task (including Optional Task) and total cost. These fees shall be separate costs proposals for each individual project pipe segment (Pershing Avenue and Navy Drive).
7.0 **SELECTION PROCESS**

This Request for Proposal is not an offer by the City to contract, but is an invitation to interested parties to submit a proposal which the City may accept or reject at its sole discretion. The City may invite the Consultants for an interview upon evaluation of all proposals received.

Proposals received by the City will be reviewed by the Selection Committee, which will make the final selection based on the following factors:

1. **Firm Qualifications:** Technical experience in performing work of closely similar nature, experience working with public agencies and performing public outreach, record of completing work on schedule, strength and stability of the firm and assessments by client references. (25%)

2. **Staff and Project Organization:** Qualifications of project staff, key personnel's level of involvement in performing related work, logic of project organization, adequacy of labor commitment, concurrence in the restrictions on changes in key personnel. (25%)

3. **Demonstrated Understanding of the Project Requirements:** Familiarity with available construction methods, limitations and benefits and recognition of potential project challenges. (25%)

4. **Defined Scope and Approach:** Appropriate task and deliverables in scope of work. The proposed schedule is responsive and realistic. (25%)

Evaluation of the proposal will be performed by a Selection Committee consisting of in-house staff group or a mixed group of staff who will assess the qualifications, experience, strength of the Consultant, and ability to perform the work. The cost to the City for performing the work shall be an important, but not overriding factor. The Selection Committee will establish a list of finalists based on pre-established review criteria, oral interview one or more of the finalist, if deemed necessary, and determine the successful Proper.

**Please allow for at least two weeks for City review and ranking of proposals.** The City may negotiate with the highest ranked Consultant. 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 selected Consultant and negotiations will begin with the second-ranked Consultant.

No compensation is offered for any work related to these proposal requests or negotiations. Proposals are entirely voluntary. All original documents, including electronic files, become the property of the City of Stockton.

The selected Consultant will be required to enter into a contract with the City of Stockton. The Consultants should direct attention to the City of Stockton’s requirements for insurance and indemnification. The prospective Consultant is also advised that the contract will not be in force until it is approved and fully executed by the City of Stockton Council. It is expected that the successful Consultant will accept the terms and conditions of the professional services contract and insurance and indemnification requirements “as is” without modification. The Consultant will be required to satisfy all insurance certification requirements before the City of Stockton issues a Notice to Proceed.
Information contained in your proposal will be considered proprietary until a contract is awarded. Following award; however, such information may be used by the City as the City deems appropriate.

**ATTACHMENTS**

ATTACHMENT A – Vicinity Map
ATTACHMENT B – Instructions to Proposers Locally Funded Contracts

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