



**REQUEST FOR PROPOSALS
MATERIAL TESTING SERVICES FOR
THE MONTAUBAN AVENUE AND SWAIN ROAD
ROUNDAABOUT PROJECT**

City Project No. PW1315
Federal Project No. CML 5008(129)

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

Date Issued: March 24, 2016
Date Proposals Due: April 12, 2016 by 12:00 PM

Late Submittals Will Not Be Accepted

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1.0 INTRODUCTION

The City of Stockton requests proposals from qualified consulting firms to provide material testing services for the Montauban Avenue and Swain Road Roundabout Project during construction. A Selection Panel will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, fees, and other relevant information. The term of services will be for the entire length of construction, which is 60 working days as of the date of this request for proposal. Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a professional services contract with the City of Stockton.

2.0 BACKGROUND

The project proposes to make all necessary roadway improvements to increase safety and efficiency while at the same time reducing congestion by converting a four-way stop controlled intersection with a roundabout at the Montauban Avenue and Swain Road Intersection.

3.0 PROJECT DESCRIPTION

The project includes installing fiber optic cabling for a PTZ Camera, curb, gutter and sidewalk, new drainage system, asphalt patching, street lights, signs and striping. The PTZ camera at the roundabout will be interconnected to the West Lane and Montauban Avenue intersection to bring the images to the City's Traffic Management Center (TMC) the project will also install new street lighting and upgrading existing amenities where it is required.

4.0 SCOPE OF WORK

The City of Stockton is accepting proposals from qualified firms to provide material testing services for the Montauban Avenue and Swain Road Roundabout Project. This is a federally funded project. The contractor has 60 working days to complete the project. The material testing can be divided into the following sections for the project:

- Soil and Aggregate Base (AB) testing
- Portland Cement Concrete (PCC) testing

The minimum qualifications for Material Testing:

- The firm must have at least three years of experience in material testing on roadway projects.
- Must be experienced with Caltrans and AASHTO methods.
- Testing laboratory must be accredited by Caltrans.
- Must be able to meet requirements in the attached Quality Assurance Program (QAP) Attachment F.

Each consultant shall prepare a detailed scope of services for the observation and testing services of the project based, in part and at a minimum, on information presented in this Request for Proposal (RFP), construction documents (Attachment H), and other available information. The consultant shall also provide a cost proposal (see Attachment D for format) and completed Fee Schedule Worksheet (Attachment G), which accomplishes the objectives of the project.

Consultants are encouraged to include items that are thought necessary for this project.

4.1 Background Research

The consultant shall review the City of Stockton Standards and QAP applicable to the services described in this RFP.

4.2 Material Testing Services

As part of this project, material testing services may be required to facilitate finish grading, AB placement, PCC curb, gutter and sidewalks construction, PCC roundabout apron construction, drainage and utilities installation (including trench backfill), hot-mix asphalt (HMA) patch, street light installation, and adjust and relocate boxes to grade in sidewalk.

4.3 Coordination/Meetings

The consultant shall attend a pre-construction meeting.

(Please note that the above tasks are listed as a general framework for this project. You are encouraged to include additional tasks into your proposal.)

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 12:00 PM on April 12th, 2016 to:

JOSHUA LEWIS
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 “**MATERIAL TESTING SERVICES FOR MONTAUBAN AVENUE AND SWAIN ROAD ROUNDABOUT PROJECT**” for the City of Stockton (federal project CML 5008 (129), PW 1315). Late Proposals will not be accepted.

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:

Joshua.Lewis@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 sent by email.

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proposal:

- A. Evidence of collusion among proposers
- B. Any attempt to improperly influence any member of the evaluation panel
- C. A proposer's default or breach of contract in previous work that resulted in termination of that agreement and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

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 Disadvantaged Business Enterprises

The requirements for federally funded projects including Disadvantaged Business Enterprise (DBE) apply to this project. The DBE goal for the project is 0%. Proposers are requested to submit a signed Caltrans form 10-O1 with their proposals (enter 0% for the DBE goal in the form). See Attachment B, Instructions to Proposers for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Cynthia Erdman, DBE Compliance Officer, at (209) 937-7390.

5.8 Federal Program Requirements

The requirements for federally funded projects will apply to this Request for Proposals, and the Proposers will be required to submit all required forms. See Attachment E, Federal Aid Consultant Provisions for copies of currently required forms. Forms can also be found on Caltrans website (<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm#goHere10>)

5.9 Department of Industrial Relations

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

5.10 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding and Approach
- Examples of experience with similar types of work
- References (Three for the firm, two of which are familiar with the proposed team)
- Cost Proposal – See Attachment D for format of proposal

The body of the technical proposal shall not exceed five (5) pages with a minimum font size of 10. Proposer shall submit three (3) bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than fifteen (15) pages, including resumes and the cover letter.

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 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 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.
- Provide references with emphasis on the completion of projects related to pedestrian improvements with similar challenges (provide list with proposal).
- 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 and Approach

Describe your understanding of the needs of the Material Testing Services for Montauban Avenue and Swain Road Roundabout Project, federal project CML 5008 (129), PW 1315. Identify the types of material testing provided by your firm indicated in the scope of work. Indicate relevant experience in provided material testing services for public agencies. Your proposal should include your approach to conducting the testing,

including quality control measures to satisfy the Scope of Work and the QAP (Attachment F). Please specify the response time needed for a service callout.

6.6 Key Personnel 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.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Request for Proposals Sent	March 24 th , 2016
Written Questions submitted by	March 31 st , 2016
Response to Written Questions	April 6 th , 2016
Proposal Due	April 12 th , 2016
Negotiations	April 19 th , 2016
City Council Approval	N/A

7.1 Proposal Evaluation

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

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. 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 City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

Attachments

ATTACHMENT A – Vicinity Map

ATTACHMENT B – Instructions to Proposers

ATTACHMENT C – Evaluation Scoring Sheet

ATTACHMENT D – Sample Cost Proposal (Exhibit 10-H in Local Assistance Manual)

ATTACHMENT E – Federal Aid Consultant Contract Provisions

ATTACHMENT F – City of Stockton Quality Assurance Program (QAP)

ATTACHMENT G – Fee Schedule Worksheet

ATTACHMENT H – Plans