CITY OF STOCKTON

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES

FOR THE

HAMMER LANE WIDENING PHASE 3B CONSTRUCTION MANAGEMENT PW1427

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: May 26, 2016

Proposals Due: June 23, 2016

1.0 INTRODUCTION

The City of Stockton is requesting proposals from qualified firms to provide Construction Management and Inspection Services for the Hammer Lane Widening Phase 3B. Request for Proposals (RFP) is a one step process. A Selection Committee will comprehensively rank firms based on, but not limited to, written proposals, qualifications, references, interviews and other relevant information.

2.0 BACKGROUND

The Hammer Lane Widening Phase 3B project was initiated many years ago in efforts to mitigate traffic congestion between Interstate 5 and State Route 99. The adopted Hammer Lane Specific Plan identified Hammer Lane to be widened to six lanes from Interstate 5 (I5) to Thornton Road, and to eight lanes from Thornton Road to State Route 99 (SR99). The Hammer Lane Widening Phase 3B project is the final project segment remaining.

In 2005, the final design of Hammer Lane Widening Phase 3 project from Kelly Drive to Thornton Road was completed. However, the project was split into Phase 3A (Kelly Drive to Alexandria Place) and Phase 3B (Alexandria Place to Thornton Road, based on funding availability and the right-of-way acquisition progress. Phase 3A construction was completed in 2008, leaving Phase 3B as the last remaining piece of the Hammer Lane Widening project to be completed. All utilities have been relocated, and right-of-way cleared for the project.

In 2015, the project was resurrected through bonds against the Measure K program. The City hired Mark Thomas & Company to refresh the plans and specifications and prepare to bid the project.

3.0 PROJECT DESCRIPTION

The current Hammer Lane Widening Phase 3B project consists of widening from four to six lanes, bicycle lanes, left turn pockets at intersections, landscaped medians, signal modifications, curb, gutter and sidewalks, and new storm drain system. The limits of the project are between Alexandria Place to Thornton Road.

4.0 SCOPE OF WORK

Each Consultant shall prepare a detailed scope of services based on the information presented in this RFP and other available information. Consultants are encouraged to include items that are felt necessary for this project. The City is seeking full service construction management services. The City's project manager will provide oversight and guidance through Consultant and may be asked to include City staff as part of the consultant's team.

4.1 Background Research

The Project is currently out to bid and is scheduled to open bids on June 16, 2016. The consultant should review the plans and specifications to get familiar with the project. The

Consultant should do any other background research deemed necessary to develop a detailed proposal.

4.2 Environmental Services

The City is currently seeking 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 permit conditions, mitigation measures, and Incidental Take and Minimization Measures are complied with.

4.3 Construction Management Services

The following services should be provided at a minimum. Consultant is encouraged to add items if necessary and provide what is customary for full service construction management.

- The Consultant shall be familiar with the 2010 Caltrans standard plans and specifications, the City of Stockton's standard plans and specifications, project special provisions, and project plans. The Consultant shall monitor the work of the contractor and its subcontractors for construction contract compliance.

- Schedule, coordinate, and conduct the preconstruction conference and weekly construction coordination meetings with the contractor, CITY, and other agencies and utility companies as required. Prepare and distribute agenda and minutes for all meetings.

- Review and process all contractor submittals.

- Review contractor's monthly payment request for CITY and verify that request reflects work accomplished.

- Collect and process all contractors and subcontractors' certified payrolls and manpower utilization reports. Perform contractor and subcontractor employee interviews following CITY and State guidelines.

- Process clarifications and interpretations of the construction contract documents. Prepare and process construction contract change orders and coordinate processing of submittals between contractor, design consultant, CITY, utility companies and other agencies as required.

- Establish and maintain Project files for delivery of one copy to CITY after the work is completed. Filing system should be in accordance with Caltrans Uniform Filing System or City approved equal. File all project documentation.

- Submit periodic reports when requested by CITY concerning Project progress and pertinent project issues. Assist in the preparation of punch list and monitor the contractor's progress toward resolution of all items.

- Act as a liaison between CITY, contractor, design consultant, other agencies, and utility companies to insure effective and timely communications, as well as resolution of construction questions and problems.

- Provide inspection to monitor and verify the quality of construction. Prepare photo and video log as necessary to depict job progress and/or potential claims. Sort, edit, index, and mount the photographs in a three-ring binder as to location and date.

- Administer the City of Stockton's Local Hire Ordinance. This shall include working with City staff to define best management practices to ensure Contractor complies with the ordinance. Collect and review monthly local hire progress reports from the contractor as required by the special provisions.

- Investigate and resolve potential claims.

- Perform quality assurance surveying, materials testing, and full time inspection.

- Review jobsite and detour routes to identify potential safety issues. Issues shall be brought to the attention of the Contractor and the City. Provide Traffic Control Monitoring and verify businesses and residents have continuous ingress and egress. Review Field Conditions to verify effectiveness of the Traffic Control Plan. Issues shall be brought to the attention of the City and Design Consultant.

- Coordinate with utility companies and the contractor facilitate utility relocation work.

- Incorporate City inspection and/or engineering staff in the delivery of project. The Consultant may be expected to incorporate City Inspector(s) and/or Engineer(s) into the Construction Management Team for the project. Details of this will be worked out during negotiations. For the purposes of this proposal, do not assume any City staff as part of the Consultant's work force.

- Provide Environmental Monitoring Services. The City is currently seeking 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 permit conditions, mitigation measures, and Incidental Take and Minimization Measures are complied with.

4.4 Public Outreach

The Consultant shall provide outreach sufficient to inform residents, field tele phone calls, send progress newsletters, public outreach plan unless it is very well defined

going into the project. Interface with stakeholders and public as needed. Document any questions and answers provided by stakeholders and public. Consultant shall provide Public Outreach services as needed. Handle all public complaints related to the project.

4.5 Coordination/Meetings

Consultant will coordinate throughout the project with the City's project manager. The consultant will be expected to hold all weekly meetings with the contractor and any other meetings deemed necessary. Other meetings that may be expected would be with utility companies, residents, businesses, or other public agencies such as San Joaquin County.

4.6 As-built Drawings

The consultant will keep accurate as-built records and prepare red line as built drawings throughout the project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than **12:00 PM on June 23, 2016** to:

ROSA ALVAREZ
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 "**HAMMER LANE WIDENING PHASE 3B CONSTRUCTION MANAGEMENT"** for the City of Stockton (Project PW 1427). The suggested fee for the service shall be submitted in a separate sealed envelope. 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:
Rosa.Alvarez@stocktonca.gov

Requests for clarification shall be submitted at least seven (5) 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 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, 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 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 50 pages with a minimum font size of 10. Proposer shall submit five (5) bound sets and one (1) electronic copy (pdf format) of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 60 pages (double sided will be counted as a page), 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.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments. Provide an availability table for key staff. The proposed Resident Engineer needs to be 100% available throughout the projected construction of the project.
- 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 Hammer Lane Widening Phase 3B project. Provide comments on the plans and specifications and any major issues of concern.

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. Projects in this section should be those that the proposed project team was involved with.

6.8 References

Provide three client references for the firm, two of which are familiar with the Resident Engineer 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

The selected consultant shall be expected to begin work within two weeks of notice to proceed. The estimated working days for the construction contract is 290 working days. Consultant should develop an estimated schedule for construction management work including closeout activities. State the proposed project team availability for the estimated duration of the project.

6.10 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key members, including sub consultants, in a work chart, including their name, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fee for all costs to complete all the tasks. Submittals shall be placed in a clearly marked envelope with the Project Name and Number marked clearly on the envelope. The suggested fee for the service shall be submitted in a separate sealed envelope.

7.0 PROPOSAL EVALUATION

The City of Stockton will follow the consultant selection schedule listed in general, but reserves the right to modify the schedule in any manner necessary the serve the best interests of the City. Dates are tentative. All dates are 2016.

Event	Date
Post Request for Proposals	May 26
Written Questions submitted by	June 17
Response to Written Questions	June 21
Proposals due	June 23
Interviews for short listed firms	July 5
Complete negotiations	July 15
City Council approval	September 27

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 Consultant Evaluation Sheet (See Attachment C). Cost will be a factor in evaluation, but selection is predominately qualifications based. Additionally, Consultant should make every effort to employ local firms.

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 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

Attachment C – Consultant Evaluation Sheet