



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
BRIDGE REHABILITATION PROJECT**

FEDERAL PROJECT NO. BPMP-5008 (157)

CITY PROJECT NO. PW1603

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: October 11, 2016

Date Proposals Due: November 9, 2016

Late submittals will not be accepted

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1.0 INTRODUCTION

The City of Stockton (City) requests Technical Proposals from qualified consulting firms to provide professional consultant services to design the Bridge Rehabilitation Project, Federal Number 5008 (157), City Number PW 1603.

The Consultant must be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM). Likewise, the Consultant must demonstrate recent similar design experience. The Consultant shall provide preliminary and final engineering services including environmental clearance under the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA) and related federal environmental laws, regulations, and policies leading to the completion of Plans, Specifications and Estimate (PS&E) for construction of the planned improvements.

A Selection Committee will rank firms based on, but not limited to, proposals, qualifications, references, and other relevant information (see Attachment C – Evaluation Scoring Sheet). Contract negotiations will begin with the highest ranking firm. Pending successful negotiations, the Consultant will enter into a professional services contract with the City.

2.0 BACKGROUND

The City applied and recently secured federal-aid funds for the Bridge Rehabilitation Project, Federal Number 5008 (157), City Number PW 1603.

The City identified six (6) bridges that qualify for preventative maintenance under the Highway Bridge Program (HBP).

1. West Lane over Calaveras River (Bridge No 29C0157R/L)
2. Pershing Avenue over Calaveras River (Bridge No 29C0243)
3. Diamond Street over Mormon Slough (Bridge No 29C0238)
4. Santa Paula Way over Mosher Slough (Bridge No 29C0240)
5. Aurora Street over Mormon Slough (Bridge No 29C0235)
6. Turnpike over Walker Slough (Bridge No 29C0399)

The City has received approval to proceed with the design (PE) phase for preventative maintenance type work on the listed bridges.

3.0 PROJECT DESCRIPTION

This project will rehabilitate the six bridges above to address deficiencies indicated in Caltrans Bridge Inspection Reports. Repairs include, but are not limited to, erosion, asphalt approaches, deck sealing, and barrier replacement. The bridge repairs are necessary to address structural deterioration issues. These repairs will maximize the lifespan of the bridges.

The proposed project will improve the structure and lifespan of the six bridges stated above. Improvements included, but are not limited to erosion, asphalt approaches, deck sealing, and barrier replacement.

4.0 SCOPE OF WORK

Consultants shall prepare a detailed scope of services for this project based, in part and at a minimum, on the information in this Request for Proposal (RFP) and other available information. Consultants are encouraged to include items that are felt necessary for this project. Consultants shall provide a cost proposal and furnish a time schedule with key dates for completion of design for the Bridge Rehabilitation Project.

Consultants shall incorporate in their design erosion, asphalt approaches, deck sealing, and barrier replacement improvements for the project. Consultants are encouraged to include items that are thought necessary for this project.

4.1 Background Research

Consultant shall inspect the existing structure and perform site survey. Consultant shall research and review topographic mapping, photos, right of way maps, “as-built” plans, record maps, surveys, grade, other geometrical and operational characteristics for the project.

4.2 Environmental Services

This project is funded with federal-aid funds and therefore compliance with the NEPA, CEQA and related federal environmental laws, regulations, and policies is required.

Environmental tasks to be performed included, but are not limited to, technical studies, documents and reports as required to obtain NEPA clearance during the Preliminary Engineering phase. This will generally include, but are not limited to, the following:

1. LAPM Chapter 6 –Environmental Procedures
 - Preliminary Environmental Studies Form (To be submitted by the City)
 - Required Technical Studies
 - NEPA Class of Action
 - Compliance with other Environmental Federal Processes

4.3 Permits

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.

4.4 Plans, Specifications, and Estimate

Consultant shall prepare completed PS&E documents, which include design improvement, traffic control plans, technical specifications, and engineers estimate. The PS&E shall be prepared according to the City's standards as appropriate.

4.4.1 Design Process – Intermediate Reviews

Improvement plans shall be submitted for review to the City at the 65%, 95%, and 100% design stage.

The Consultant will provide five (5) sets of plans, specifications, and engineer's estimate in 11"x17" (half scale) at each design stage. The Consultant shall provide two (2) additional sets of 24"x36" (full scale) plans submittals at the 100% design stage to the City for review and comment. A check print at 100% shall be sent for review purposes prior to plotting on mylars.

With each stage, the review comments from the previous stage 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.

4.4.2 Final PS&E (100%)

The Consultant will provide the necessary final PS&E documents in a bid ready form. Project files and the Resident Engineers file will also be submitted with the Final PS&E. The Resident Engineers file shall contain any pertinent project data required to administer the construction contract. Appropriate items to be placed in this file include but are not limited to the following: Calculations (quantity calculations), project studies or reports, agreements, permits, certifications and anything applicable.

Final submittal shall include: one complete mylar plan set (24"x36"), final cost estimate (stamped, in excel and pdf format) and final specifications (in word and pdf format) and shall be delivered to the City, along with a CD disk containing all electronic files including AutoCAD drawing files.

4.5 Public Outreach

Not required for these services.

4.6 Coordination/Meetings

Consultant will coordinate throughout the project with the City's project manager. The Consultant shall attend meetings with the City as needed to discuss and finalize the design. The Consultant is responsible for coordinating and meeting with all utility companies as needed for the project to resolve all utility issues.

4.7 Design Support During Bidding and Construction

As part of the proposal, the Consultant shall include services for design support during bidding and construction. These services include responding to all Request for Information (RFI), submittal reviews and approval, assist with preparing change orders during construction, and altering project plans to address field conditions, attendance of pre-construction, field meetings, post-construction, and preparation of record drawings. Consultant shall prepare record drawings upon project completion (in standard PDF or TIF format at 300 dpi resolutions settings). Consultant shall also provide as-built drawings in Autocad (DWG or DXF Format) in addition to the modifications of the original as-built mylars as needed.

Consultants are encouraged to include items that are thought necessary during construction into proposal.

4.8 As-Built Drawings

The consultant will prepare as built drawings for the project. Consultant shall produce one (1) complete set of as built drawings in Auto Cad. Changes shall be reflected on the mylars.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 12:00 PM on November 9, 2016 to:

CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202
Attn: Emilio Morales

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**Bridge Rehabilitation**” for the City of Stockton (Project PW 1603). 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:

emilio.morales@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 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, 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 this project is 6%. Proposers are requested to submit Caltrans form 10-O1 with their proposals. 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 Miguel Mendoza, DBE Compliance Officer, at (209) 937-7446.

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 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

The body of the technical proposal shall not exceed 30 pages with a minimum font size of 10. Proposer shall submit 5 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 50 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.

- 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 Bridge Rehabilitation Project, federal project 1008 (157), PW 1603.

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 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

The selected consultant shall be expected to begin work within two weeks of contract signing. Based on the estimated working days for the construction contract, Consultant shall develop a project schedule with key dates, milestones, and critical path 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 in a separate sealed envelope. Identified 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 Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	October 11, 2016
Written Questions submitted by	October 24, 2016
Response to Written Questions	October 27, 2016
Proposals Due	November 9, 2016
Negotiations	November 17, 2016

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).

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 – Federally Funded Contracts

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 – Caltrans Bridge Inspection Report