



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR  
PREPARING  
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)  
CYCLE 8 GRANT APPLICATIONS**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: May 9, 2016

Date Proposals Due: May 23, 2016

## **1.0 INTRODUCTION**

The City of Stockton requests a proposal from qualified consulting firms to prepare 5 Highway Safety Improvement Program (HSIP) Cycle 8 grant applications. A Selection Panel will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, fees, and other relevant information.

The Consultant must be familiar with the HSIP Cycle 8 Guidelines (<http://dot.ca.gov/hq/LocalPrograms/HSIP/2016/HSIP-Guidelines.pdf> ), Local Roadway Safety- A Manual for California Local Road Owners (<http://dot.ca.gov/hq/LocalPrograms/HSIP/2016/CA-LRSM.pdf> ) Caltrans Local Assistance Programs Guidelines (LAPG) (<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm> ), Local Assistance Procedures Manual (LAPM) (<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm> ), and California's Strategic Highway Safety Plan (SHSP) (<http://www.dot.ca.gov/trafficops/shsp/> ) Additionally, the Consultant and Consultant staff must demonstrate experience in preparing successful HSIP grant applications.

## **2.0 BACKGROUND**

The formalized Highway Safety Improvement Program, which was later codified under 23 CFR 924, was formally defined in a Federal Highway Administration regulation titled, Federal-Aid Highway Program Manual, Volume 8, Chapter 2, Section 3 (FHPM-8-2-3), dated March 5, 1979. The primary purpose of FHPM 8-2-3 was to establish the policy for the development and implementation of a comprehensive highway safety program in each State and also included components for planning, implementation and evaluation.

The purpose of the program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.

For a project to be eligible for HSIP funding, a specific safety problem must be identified and the proposed countermeasure(s) must substantially address the condition. All proposed projects must lead to and complete the construction of safety improvements. The project must be consistent with California's Strategic Highway Safety Plan (SHSP).

## **3.0 PROJECT DESCRIPTION**

Consultant staff will prepare grant applications for the HSIP Cycle 8 federal grant. The anticipated projects to be submitted are as follows:

1. Traffic Signal Head Visibility Improvements (Mast Arm) at three locations:
  - 1) Dr. Martin Luther King, Jr. Blvd at San Joaquin St
  - 2) Dr. Martin Luther King, Jr. Blvd at California St
  - 3) Dr. Martin Luther King, Jr. Blvd at Grant St/Sikh Temple St
2. Pershing Avenue/Mendocino Avenue Intersection Safety Improvements
3. Dr. Martin Luther King, Jr. Blvd Center Median/Guardrail Improvements
4. Weston Ranch Bicycle/Pedestrian Crossings
5. El Dorado Street Road Diet

Please note that projects are preliminary and City may substitute with other project(s) that are found to be more competitive (higher B/C).

#### **4.0 SCOPE OF WORK**

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

##### **4.1 Background Research**

The Consultant shall research and review the previous applications and project information provided.

##### **4.2 Application and Estimate**

The application must satisfy all the conditions and requirements of the HSIP Guidelines. The Consultant shall prepare an HSIP grant application(s) with all the pertinent support documents and photos/graphics (as needed) for each of the projects specified in the Project Description. The Consultant shall provide a draft application at the 65% and 95% phases to the City for review and comments.

The City will perform and provide the traffic, cyclist, and pedestrian counts deemed necessary for the application(s). Collision history summary can also be made available. Consultant is required to coordinate and submit the request to the City as early as possible. Information on the HSIP Cycle 8 Guidelines and HSIP Grant applications can be found at

<http://dot.ca.gov/hq/LocalPrograms/hsip.html>

##### **4.3 Coordination/Meetings**

At a minimum, the Consultant shall attend one coordination meeting with the City. Other meetings can be done via conference call as well. Scope should include all meetings deemed necessary to provide a complete application(s).

#### **4.4 Deliverables**

The Consultant shall provide two hard copies and one electronic copy (in PDF) of a complete set of the application for each project.

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 Proposal Submissions**

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

SHIRLEY ARNETT  
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 “**PREPARE GRANT APPLICATIONS FOR HSIP CYCLE 8**” for the City of Stockton. 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.

Firms must propose to submit HSIP applications for all 5 projects listed in this RFP.

#### **5.3 Proposal Questions and Requests for Clarification**

Any question or request for clarification shall be submitted in writing to:

[shirley.arnett@stocktonca.gov](mailto:shirley.arnett@stocktonca.gov)

Requests for clarification shall be submitted at least two (2) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash 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](http://www.stocktongov.com/services/business/bidflash/pw.html?dept=PublicWorks)

#### **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, 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 and Approach
- Examples of experience with similar types of work
- Detailed Work Plan
- References (Three for the firm, two of which are familiar with the proposed team)
- Schedule (Microsoft Project schedule, with key dates, milestones, critical path)
- Cost Proposal

The body of the technical proposal shall not exceed 12 pages with a minimum font size of 10. Proposer shall submit 4 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 20 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 preparing grant applications. 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 applications related to projects and the success of receiving the grant. (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 HSIP program. See attachment A for the adopted HSIP Guidelines.

#### **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 best strategy and approach for the applications and the activities to be accomplished. Describe how the team will complete each task.

#### **6.7 Key Personnel References**

Provide two 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.

#### **6.8 Schedule**

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

The selected Consultant shall be expected to begin work the next business day from the "Notice To Proceed" issued by the City and **complete all tasks by end of business day on (TBD)**. According to Caltrans Division of Location Assistant website, applications will be due August, 2016 (exact date not provided at this time).

#### **6.9 Cost Proposal/Project Work Matrix**

Proposer shall submit a cost proposal as part of their overall proposal. 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.

### **7.0 PROPOSAL EVALUATION**

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	May 9, 2016
Written Questions submitted by	May 19, 2016
Response to Written Questions	May 19, 2016
Proposals Due	May 23, 2016
Negotiations	May 26, 2016
Estimated Notice to Proceed	TBD
City Council Approval	TBD
Applications Due	TBD

#### **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). Proposer shall submit a cost proposal as part of their overall proposal. Cost will be a factor in evaluation, but selection is predominately qualifications based.

#### **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 Letter Agreement and subsequent purchase order 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 Purchase Order is issued by the City. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

**ATTACHMENTS:**

**Attachment A – HSIP Guidelines**

**Attachment B – Instructions to Proposers**

**Attachment C – Evaluation Scoring Sheet**