



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
CESAR CHAVEZ LIBRARY
SECURITY ASSESSMENT & RECOMMENDATIONS REPORT
PROJECT NO. PW1509**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: May 20, 2016

Date Proposals Due: June 17, 2016

1.0 INTRODUCTION

The City of Stockton requests a Proposal from qualified consulting firms to provide a professional security assessment of the exterior of Cesar Chavez Library, including patios, landscaping, and loading dock, and to recommend changes or additions to the building exterior and surrounding area to increase security and deter camping and other undesirable activities. A Selection Panel will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, and other relevant information. Negotiations will begin with the highest-ranking firm. Pending successful negotiations, the selected Consultant will sign a Letter of Agreement with the City of Stockton so that a purchase order can be issued.

2.0 BACKGROUND

The Cesar Chavez Library (see Attachment A, Vicinity Map), Stockton's central library, was constructed in 1963. Its open design exterior includes sunken landscaped patio areas, ramps leading to upper story landings, and decorative ledges around the exterior of the building. In recent years, the sunken patio areas and the loading dock in the rear of the library have been used for undesirable activities, including vandalism, entry for burglary, and camping. The open design of the building and its surrounding area makes it difficult to fence off any of the targeted areas effectively, especially since several patio areas are used as emergency exits.

3.0 PROJECT DESCRIPTION

The Consultant will assess the current layout and security of the library exterior areas. The Consultant will recommend changes to the exterior areas which will increase security and deter camping, lurking, and vandalism, presenting those recommendations in a report. The report will include estimates of the cost of all recommended changes, the probable effectiveness of each of the proposed changes, and sufficient description to allow the subsequent design of security improvement projects, including preliminary sketches if necessary.

Total cost for this project is to be \$10,000 or less.

4.0 SCOPE OF WORK

The project includes an assessment of the security of the exterior of Cesar Chavez Library, analysis of possible changes to increase security, and creation and submission of a report of recommended changes. More detailed information can be found in the subcategories below.

4.1 Background Research

At a minimum, the Consultant shall examine the existing exterior of the library, including patios, landscaping, and loading dock and shall gather information from library staff regarding which areas pose security hazards.

4.2 Analysis, Report, and Estimate

The Consultants shall use their expertise to identify changes that can be made to the building exterior and surrounding area to increase security and deter undesirable activities on library property.

The consultant shall estimate the anticipated cost and potential effectiveness of the identified changes and prepare a report suitable for use by library staff to plan and budget future security improvement projects. Description of the recommended changes shall include sufficient detail to proceed to the design of a security improvement project. The report will be submitted for review as described below.

A. Intermediate Review

Consultant shall submit a draft report for review by the City at **70%** completion. The Consultant will provide one electronic copy in PDF format and five (5) printed copies of the report to the City for review and comments. Review comments shall be incorporated onto the final report, and a written response to each item shall be prepared in a comment matrix. The original red-line comments from the city staff review shall be returned with the succeeding submittals.

B. Final Review

Consultant shall submit the report at **100%** completion to be reviewed by city staff. The Consultant will provide one electronic copy (pdf format) and five (5) hard copy sets of the report to the City for review and comments. Review comments may be returned to the Consultant, to be addressed before final acceptance of the report.

C. Accepted Report

Consultant shall provide copies of the final, approved report. The Consultant will provide one electronic copy in PDF format, one bound hard copy, and one unbound hard copy of the report.

4.3 Coordination/Meetings

At a minimum, the Consultant, shall attend four (4) coordination meetings with Public Works and Library staff. Additional coordination with library or Police Department staff for information gathering may be necessary.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 12:00 PM on June 17, 2016 to:

SHARLA HARDY
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 “**CESAR CHAVEZ LIBRARY SECURITY ASSESSMENT & RECOMMENDATIONS REPORT** for the City of Stockton (Project PW1509)”. 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:

Sharla Hardy at sharla.hardy@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 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 the Insurance Requirements for Professional Services, of Attachment B, Instructions to Proposers, for information regarding insurance, indemnification, and hold harmless requirements. Failure to comply with insurance requirements will 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 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
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal

The body of the technical proposal shall not exceed ten (10) pages with a minimum font size of 10. Proposer shall submit 5 bound sets of the proposal and one (1) electronic PDF version of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Pages printed on both sides will be counted as two pages. Proposals shall be no more than fifteen (15) pages, including resumes and the cover letter.

6.1 Cover Letter

The letter shall be on company letterhead and 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 shall 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. Describe the roles that each will perform and provide an organizational chart to describe the 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 with similar challenges (provide list with proposal).
- Ability for the 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 CESAR CHAVEZ LIBRARY SECURITY ASSESSMENT & RECOMMENDATIONS REPORT for the City of Stockton (Project PW1509). Include the planned project

approach and the methodology that will be used to complete the Scope of Work. Identify any challenges that are expected and address how the project team will resolve those challenges.

6.6 Detailed Work Plan

Provide a detailed work plan for the project Scope of Work described in Section 4. Describe each of the activities to be accomplished and how the team will complete each task. Information on the 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 Work

List and discuss completed projects that are similar in scope and size to this project.

6.8 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.

6.9 Schedule

Provide a Microsoft Project Schedule with key dates, milestones, a critical path. The selected consultant shall be expected to begin work within two weeks of contract signing and to complete all tasks within eight weeks.

6.10 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all team members, including sub consultants, in a work chart, include 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 Proposal	5/20/16
Written Questions submitted by	6/9/16
Response to Written Questions	6/15/16
Proposals Due	6/17/16
Negotiations	6/28/16
Letter of Agreement and Notice to Proceed	7/14/16

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). 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 sign a Letter of Agreement. Proposers should direct their attention to Attachment B, Instructions to Proposers for insurance requirements and the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

After all submittals have been accepted by the City, a Notice to Proceed will be issued. 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 – non federally funded projects

Attachment C – Consultant Evaluation Sheet