



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE  
MORMON SLOUGH RESTORATION AND BEAUTIFICATION  
PROJECT NO. WB24040  
PHASE I: REMEDIATION PLAN**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: March 1, 2024

**Date Proposals Due: March 20, 2024**

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## **1.0 INTRODUCTION**

The City of Stockton (City) is soliciting proposals from qualified engineering firms to develop a phased plan to identify stakeholders, potential funding and necessary environmental clearances to facilitate the cleanup of Mormon Slough between Weber Avenue and Commerce Street for Mormon Slough Restoration and Beautification, Project No. WB24040. Phase I of the project aims to design a plan and develop a cost estimate to remediate and beautify Mormon Slough, addressing environmental concerns, deterring illegal dumping, enhancing water quality, and mitigating debris, pollutants and invasive plants, such as water hyacinth. Consultants are encouraged to collaborate with local Stockton firms as much as possible to accomplish all tasks necessary to complete this phase of the project. A Selection Committee will comprehensively rank firms based on factors including, but not limited to, written proposals, qualifications, references, and other relevant information. 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 area includes the segment of Mormon Slough starting just south of W. Weber Avenue, heading southeast to the southern tip of the slough at S. Commerce Street (See Attachment A – Vicinity Map). Sixteen City and CalTrans storm outfalls dump into this stretch of Mormon Slough. Attachment B, Mormon Slough Cleanup Map, demarcates the areas along the slough that are the responsibility of the City of Stockton and of CalTrans. Future remediation efforts will require the participation of multiple stakeholders, including State, County, and Municipal agencies, among others.

## **3.0 PROJECT DESCRIPTION**

The project aims to develop a remediation plan to restore Mormon Slough, which includes identifying area stakeholders, preparation of preliminary design and cost estimates, recommendations to mitigate waterway pollution, identifying funding opportunities for future phases of the project, and preparation of California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) documents that will clear the path to future remediation and repair. This project is likely to require the expertise of a multidisciplinary team consisting of civil and environmental engineers, and public input.

## **4.0 SCOPE OF SERVICES**

Each Consultant shall prepare a detailed scope of services based on the information presented in this Request for Proposals (RFP) and other available information. Consultants are encouraged to include items that are deemed necessary for the successful completion of this project. The City is seeking professional engineering and environmental services to prepare the project for future funding.

The Consultant shall assess the current conditions of Mormon Slough, identify all stakeholders of the area, and provide a recommended plan of action for all identified

stakeholders. The plans and recommendations will include specifications of the scope of work, an anticipated schedule and cost estimates for construction of the desired improvements. The Consultant will also identify funding opportunities to complete the recommended plan of action. The Consultant is encouraged to team with local consultants and pertinent vendors as much as possible to accomplish all tasks necessary to complete the project and to bring it into full operating condition as intended in design.

If a subcontract for work or services is to be performed, the subcontract must contain all required provisions of the prime contract. Each sub-consultant's cost proposal must follow the same format as the prime consultant's cost proposal.

This work will include, but will not be limited to the following tasks:

#### **4.1 Background Research**

The Consultant shall research and review existing topographic mapping, right-of-way maps, "as-built" plans, record maps, surveys, assessor maps, improvement plans, and other information as needed for the project. The Consultant shall conduct field reconnaissance of the project limits.

The Consultant shall identify required permits, prepare permit applications, and assist the City with negotiations relative to permit conditions, if required.

#### **4.2 Environmental Services**

The Consultant shall identify all required environmental documents, applications and reports needed to obtain and secure environmental clearance under CEQA and NEPA. The Consultant shall prepare and submit such documents, applications and reports during each phase of the project, as required. Consultant should assess the project scope and determine the proper level of documents to prepare, including any technical studies that will be required.

#### **4.3 Public Outreach**

The Consultant shall prepare a public outreach plan appropriate for the remediation/construction scope of work, which shall be submitted for approval to the City during Phase I of the project.

Once the public outreach plan is approved by the City, the Consultant will be expected to coordinate and perform all necessary public outreach activities, including public meetings, flyers, newsletters, or other forms of outreach as appropriate during a future phase of the project.

#### **4.4 Preserving and Perpetuating Survey Monuments**

The Consultant shall identify, list, and show existing survey monuments on construction plans. Consultant shall file a Corner Record or Record of Survey with San Joaquin County for monuments within the project limits that have not been previously recorded and submit a copy to the City. The Consultant shall include

language in the project proposal to preserve all monumentation affected by the proposed work in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California.

Proposer should review **Attachment E**, Acknowledgement of Monument Preservation, as it will to be signed by the surveyor during design.

## **5.0 PROJECT GENERAL INFORMATION**

### **5.1 Proposal Submissions**

Proposals shall be submitted no later than **5:00 PM on Monday, March 20, 2024**, via email to:

Cristina Pfeffer at [Cristina.Pfeffer@Stocktonca.gov](mailto:Cristina.Pfeffer@Stocktonca.gov)

and

Katrina Tavares at [Katrina.Tavares@stocktonca.gov](mailto:Katrina.Tavares@stocktonca.gov)

The proposal should be labeled **“Mormon Slough Restoration and Beautification, Project No. WB24040.”** The electronic proposal packet should **not include the cost proposal**. The cost proposal must be sent as a separate electronic document from the proposal and shall be labeled “Cost Proposal WB24040.” 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 the requested information could be grounds to reject the proposal.

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

Any questions or requests for clarification shall be submitted via email to:

[Cristina.Pfeffer@stocktonca.gov](mailto:Cristina.Pfeffer@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 the City’s Bid Flash webpage 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 Bid 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 proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

#### **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 not required to submit a proposal; however, one is required to perform any work within City limits. Proposers may contact the City of Stockton Business License Customer Service at (209) 937-8313 for more information.

#### **5.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review **Attachment C**, 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 Department of Industrial Relations**

Please refer to **Attachment C**, Instructions to Proposers, for registration requirements with the California 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 (Separate Electronic Document)

Proposals shall be no more than twenty (20) pages, including folders, resumes and the cover letter. The body of the technical proposal shall not exceed ten (10) pages. Proposer shall submit one electronic document of the proposal.

Late submittals or submittals of additional information after the due date will **not** be accepted.

### **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 listing all major topics and their respective page numbers.

### **6.3 Executive Summary**

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken to complete the work, including a work plan, schedule, and description of the capabilities of the Consultant and subconsultants. 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 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 provisions of the **Mormon Slough Restoration and Beautification, Project No. WB24040.**

#### **6.6 Detailed Work Plan**

Provide a proposed work plan for the research 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.

#### **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**

Prepare and submit a schedule describing the time required to complete each task in the scope. The schedule shall include construction activities. Show phases, duration, milestones, assignments, critical paths, and other relevant data. The Consultant is encouraged to develop additional project schedule details and suggest changes within the basic constraints of the program. The schedule shall be provided as a Microsoft Project file. The schedule shall be updated monthly throughout the PS&E phase of the project.

## **6.10 Local Preference**

Proposer shall include a statement and supporting information addressing the use of local consultants and/or businesses on the project. Information shall include consultant/business locations relative to the City of Stockton and the cost proposal shall provide the portion of the total fee and percentage that will be expended by the proposed local preference consultant/businesses working on the project.

## **6.11 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, title, 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 tasks.

**The cost proposal must be submitted as a separate electronic document from the proposal.**

## **7.0 PROPOSAL EVALUATION**

The Consultant Selection process will follow the anticipated timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	March 1, 2024
Written Questions submitted by	March 14, 2024, by 5:00 PM
Response to Written Questions	March 18, 2024
Proposals Due	March 20, 2024, by 5:00 PM
Negotiations	March 2024
City Council Approval	May 2024

## **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualification and cost-based selection, so ranking will be in accordance with the attached



Evaluation Scoring Worksheet (See **Attachment D**). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be reviewed until after the other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses.

## **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 C**, 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 – Mormon Slough Cleanup Map**

**Attachment C – Instructions to Proposers**

**Attachment D – Evaluation Scoring Worksheet**

**Attachment E – Acknowledgement of Monument Preservation**