



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
SAFE ROUTES TO SCHOOL SIDEWALK GAP
CLOSURE**

Project No. WT19013/Federal Project No. ATPSB1L-5008(187)

Issued by:

City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, CA 95202

Date Issued: March 6, 2024

Written Questions Due: March 15, 2024

Date Proposals Due: Wednesday, March 27, 2024; 3:00 PM

Late Submittals Will Not Be Accepted

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified firms to provide professional engineering services to prepare the plans, specifications and estimate for the Safe Routes to School Sidewalk Gap Closure Project.

The Consultant must be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM). The Consultant and staff must demonstrate experience with similar types of projects.

2.0 BACKGROUND

The City secured funds through the Active Transportation Program (ATP) grant. The proposed project expects to bring safety and connectivity to school aged pedestrians for five elementary/middle/high schools located throughout the City in predominantly disadvantaged communities. The existing project locations consist of missing sidewalk, deficient or non-existent curb ramps, drainage issues, and missing crosswalks.

The selected consultant must be committed to completing the project design by November 2024.

3.0 PROJECT DESCRIPTION

The proposed project shall make all necessary improvements to improve pedestrian routes to school. Improvements include but are not limited to:

- **Location 1** – Intersection improvements includes curb ramps and crosswalks at Fremont St. and Filbert St., Filbert St. and Poplar St., and Golden Gate Ave. and Poplar St. Sidewalk, crosswalk, and drainage improvements along Poplar St. and Golden Gate Ave.
- **Location 2** – Crosswalk striping and curb ramp improvements at multiple intersections. Sidewalk improvements along Buena Vista Ave., south of Monte Diablo Ave.
- **Location 3** – Intersection improvements at Don Ave. and Wagner Heights Rd, Shropshire Dr. and Wagner Heights Rd., and Ashburn Dr. and Wagner Heights Rd. Sidewalk, crosswalk, and drainage improvements along Wagner Heights Rd.
- **Location 4** – Intersection improvements at Mariposa Rd. and Farmington Rd., and Madrid Dr. and Farmington Rd. Sidewalk, crosswalk, and drainage improvements along Farmington Rd.
- **Location 5** – Intersection improvements at Pilgrim St. and Channel St. Sidewalk, crosswalk, and drainage improvements along Weber Ave.

See vicinity map (**Attachment A**) for approximate location of project improvements.

4.0 SCOPE OF WORK

The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates for construction of the desired

improvements. The Consultant shall also provide design support services during the construction phase of the project. Design support will endure through the completion of construction. The Consultant is encouraged to team with local Consultants as much as possible to accomplish all tasks necessary to complete the project. Consultant is encouraged to include items that are felt necessary for this project.

Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this Request for Proposal (RFP) and other information. The Consultant shall provide a cost proposal (separate sealed envelope) and anticipated fee schedule, which accomplishes the objectives of the project.

The Consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing the latest version of Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data. The project schedules shall be maintained and updated monthly throughout the PS&E phase of the project.

The selected consulting firm would provide project management, coordination, and preparations of all required construction documents. This work will include, but is **not limited to** the following tasks:

4.1 Background Research

The Consultant shall conduct a field reconnaissance of the project area, research and review existing topographic mapping, right of way maps, “as-built” plans, record maps, surveys, assessor maps, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit signs, on-street parking, and bus route movements.

4.2 Environmental Services

The City has secured California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) clearance.

4.3 Utility Coordination

The Consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. The Consultant will be present at all necessary meeting with each utility owner. The Consultant will be responsible for, but not limited to, the following:

- Prepare a project limits map and request utility information from each utility owner within the area of work.
- Prepare Utility Letter “A” during preliminary design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Information on existing utilities obtained as a result of the “A” letter will be transferred to base maps in both plan and profile view. A copy of the

utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

- Prepare Utility Letter “B” during 65% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 65% plans will be provided to each utility owner as an attachment to the letter. The letter will request that utility owners verify any utility conflicts with proposed improvements and indicate whether any future utilities are proposed in the area that may require accommodation through the improved area. Information on existing utilities obtained as a result of the “B” letter will be used to determine potential utility conflicts and to resolve the conflicts identified. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Prepare Utility Letter “C” during 100% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 100% plans will be provided to each utility owner as an attachment to the letter. The letter will indicate to the utility owners whether any changes have been made to the project plans since the Utility Letter “B” and will request written confirmation of utility relocations and utility relocation schedule. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.
- Consultant shall meet with utility companies as needed to ensure that conflicts are identified, and relocations performed if necessary.
- Consultant shall identify areas with utility conflicts and include ground penetrating radar (GPR) scanning and reporting.

4.4 Plans, Specifications, and Estimate (PS&E)

The Consultant shall prepare and complete PS&E documents, which include design improvement plans for demolition, grading, striping, electrical, drainage, paving, staging, erosion control, and other civil details as well as technical specifications, and engineer’s estimate. The Consultant shall prepare a base map showing existing information to facilitate the design of all the necessary improvements in accordance with the City of Stockton Standard Plans and Specifications, Caltrans Standard Specifications, and current MUTCD, as appropriate. The base map limits shall be sufficient to cover all necessary improvements within the project area. The project shall use the existing curb-to-

curb width. The Consultant shall conform the design to comply with Americans with Disabilities Act (ADA.) If dual accessible ramps cannot be installed for this project, the Consultant shall prepare an internal memo for the project file and provide justifications.

The Consultant shall provide PS&E documents to the City for review at 65%, 95%, and 100% completion stage. The Consultant shall provide one set of full size, 24"x36", plans (PDF), one set of specifications (PDF, Word) and the engineer's estimate (PDF/Excel) at each design stage. The Consultant must utilize Bluebeam software for the PDF submittals. With each stage of review, the Consultant shall review and incorporate comments, create a comment matrix to track all comments, and provide a signed Quality Control Checklist. Any comments not incorporated into the submittals shall be tracked and justification provided in the comment matrix. The Consultant shall provide the City electronic copies of the PS&E after the 100% comments have been incorporated as a final check prior to plotting the plans on mylars.

The Consultant will provide all correspondence and work products for City files.

4.4.1 65% PS&E

At a minimum the design should be developed far enough to identify locations of utilities, geometric features, and other design elements. Consultant shall coordinate with PG&E for any connection requirements.

4.4.2 95% PS&E

Project estimates and specifications shall be included at this stage. The review comments from the 65% submittal shall be itemized and a written response to the comments shall be prepared in a comment matrix. The original red-line mark-up from the City shall be returned with the succeeding submittal.

4.4.3 100% PS&E

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. Consultant shall coordinate with PG&E for any additional connection requirements. The Consultant will provide the necessary final PS&E documents in a bid-ready form. Project files and the Project Engineer's/Resident Engineer's file will also be submitted with the Final PS&E.

4.4.4 Quality Control

The PS&E shall be subject to quality control reviews before submittal. These reviews will assure conformance to City and Caltrans Standards, as well as minimize typographical omissions. **The Consultant will provide a signed**

Quality Control Checklist at the time of each deliverable submittal.

4.5 Public Outreach

The Consultant will need to prepare all public notices along with right-of-entry letters to access private properties during field reconnaissance. The Consultant will need to identify impacts to all residences and businesses and present mitigation measures on the design improvement plans. This includes but is not limited to: service interruptions, property encroachment, access restrictions, potential damage to property, etc.

4.6 Coordination/Meetings

The Consultant shall attend a design kick-off meeting and other subsequent meeting with the City, as needed, to finalize the design. The Consultant shall attend a pre-construction meeting, a post construction meeting, and meet and assist staff during construction as required. The Consultant shall prepare and provide a comprehensive work schedule to reflect the timeframe for each task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, successors, predecessors, and other relevant data. The project schedule shall be maintained and updated monthly throughout the duration of the PS&E phase of the project. An updated project schedule shall be submitted after each review.

4.7 Design Support During Construction

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in addressing inquiries submitted during bidding and design support during construction phase of the project.

Consultant shall include bid support services that consist of assisting the City in responding to all Requests for Information (RFI) during the project advertisement phase as well as preparing any Letters of Clarification (LOC) that are needed.

Consultant shall include services for design support during construction which include, responding to RFI's, submittal reviews and approvals, altering project plans to address any design changes necessary during construction or inconsistencies (at no additional cost to the City), assist City staff in reviewing Contract Change Orders, attend construction and field meetings if necessary, assist the City Inspector with specific design-related issues during construction and any needed consultation with the construction contractor and/or the City Project Manager throughout construction.

4.8 As-built Drawings

The Consultant should prepare as built drawings upon receipt of red-lines from the contractor. The Consultant shall provide electronic copies of the As-built sheets.

As-built record drawings shall reflect change orders, accommodations, and adjustments to all improvements constructed. Prior to accepting the As-built Plans, City staff will review the Record Drawings and electronic files to conform that they reflect what has been constructed. Electronic files of the As-built drawings (PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built Mylars. Changes should be reflected on the mylars either by hand or a new printed sheet.

4.9 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 PS&E package to preserve all monumentation affected by the work being performed in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California. The Consultant shall sign the Acknowledgement of Monument Preservation form. See **Attachment B**.

4.10 Rights of Entry

Consultant shall assist the City in obtaining rights of entry documentation from property owners where work is required on their property. Consultant shall send out letters to property owners with a right of entry form (provided by the City) and any exhibits needed to adequately portray the work to be done. These documents are meant for minor conform work that is needed to conform the adjacent properties to the final project.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on Wednesday, March 27, 2024 to:

CITY OF STOCKTON
ATTN: AMJAD MASADEH
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 “**SAFE ROUTES TO SCHOOL SIDEWALK GAP CLOSURE**” for the City of Stockton (**City Project No. WT19013/Federal Project No. ATPSB1L-5008(187)**). The cost proposal must be in a sealed envelope separate

from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be mailed to Nguyet Pham at Nguyet.Pham@stocktonca.gov and Amjad.Masadeh@stocktonca.gov. This electronic submittal should **not** include the cost proposal.

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:

Amjad Masadeh at Amjad.Masadeh@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:

<https://www.stocktonca.gov/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 disqualifications/rejection of proposer's proposal and considered nonresponsive.
- 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 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 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 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 **in a separate sealed envelope**

The body of the technical proposal shall not exceed twenty (20) single-sided pages (or 10 double-sided pages) with a minimum font size of 10. Proposer shall submit four (4) bound sets of the proposal and an electronic pdf copy of the proposal. The maximum allowable length is exclusive of any cover, cover letter, folder, table of

contents, resumes, or section dividers. Forms required per Instructions to Proposers (Attachment C) should be submitted as part of the appendix and will not be counted towards the page limit.

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.

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 subject project.

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.

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, durations, 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 in Microsoft Project schedule. The schedule shall be updated periodically.

The selected Consultant shall be expected to begin work within two weeks of contract signing and complete all tasks by **November 2024**.

6.10 Cost Proposal

Identify all key team 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 overall cost proposal and submit it in a separate sealed envelope clearly labeled "Cost Proposal".

The cost proposal must be in a sealed envelope separate from the proposal.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	March 6, 2024
Written Questions submitted by	March 15, 2024
Response to Written Questions	March 22, 2024
Proposals Due	March 27, 2024
Negotiations	Week of April 8, 2024
City Council Approval	July 2024

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 (**Attachment D**).

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 – Acknowledgement of Monument Preservation

Attachment C – Instructions to Proposers

Attachment D – Evaluation Scoring Sheet

Attachment E – State Aid Consultant Contract Provisions