



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
WILSON WAY SAFETY LIGHTING IMPROVEMENTS**

Project No. WT23019/HSIPSL-5008(204)

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

Date Issued: March 13, 2024
Date Proposals Due: April 15, 2024

1.0 INTRODUCTION

The City of Stockton (City) is soliciting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and an engineer's estimate of probable construction cost for the installation of safety lighting improvements along Wilson Way Corridor from Hazelton Avenue to Anderson Street, project number WT23019/HSIPSL-5008(204). Contract negotiations will begin with the highest ranked firm. Pending successful negotiations, the Consultant will enter a Professional Services Contract with the City.

2.0 BACKGROUND

The City has allocated HSIP Cycle 11 funds to enhance street lighting on Wilson Way between Anderson Street and Hazelton Avenue. The existing safety lighting systems are out of service due to age and vandalism. The project will serve to improve visibility along the corridor for pedestrians, bicyclists, and motorists. Wilson Way serves as a principal arterial with traffic volume of 24,100 vehicles per day.

3.0 PROJECT DESCRIPTION

The primary goal of this project is to improve night time visibility, and aesthetics along Wilson Way Corridor from Hazelton Avenue to Anderson Street including Taylor Street. The project will install additional LED street lights spaced along the corridor and including under the underpass to meet current City standards. Wherever possible, new street lights should tie into existing street light circuits.

4.0 SCOPE OF WORK

Each consultant shall prepare a detailed scope of services based, in part and at a minimum, on the information presented in this Request for Proposal, and other available information. The consultant shall provide a cost proposal and anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the design contract will be awarded in August 2024, and construction taking place in August of 2026.

Consultants are encouraged to include items that are not presented in the RFP, but thought necessary for this project.

4.1 Background Research

The Consultant shall research and review existing topographic mapping, photos, right of way maps, "as-built" plans, record maps, surveys, assessor maps, and local street improvement plans for the project.

The Consultant shall conduct field reconnaissance of the entire project limits. The Consultant shall work with all pertinent utilities to identify conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate any utility relocations. The objective is to eliminate any conflicts that may be encountered during construction, which would pose construction delays or claims

Consultant must coordinate with utility companies to the maximum extent possible and show all existing utilities that will be impacted or cause impact by the proposed project and provide copies of utility correspondence for City files.

The Consultant shall identify required permits, prepare all permit applications. Permit fees will be paid by the City.

4.2 Environmental Services

Environmental services for this project will be covered by the City.

4.3 Plans, Specifications, and Estimate

The Consultant shall prepare complete PS&E documents, which include a photometric and design improvement plans, electrical plans, technical specifications, and engineer's estimate. The PS&E shall be prepared according to the City's standards. Prepare a base map showing existing information to facilitate the design of all the necessary improvements. The base map limits shall be sufficient to cover all necessary improvements within the project area.

A. Design Process - Intermediate Reviews

PS&E submittals shall be submitted for review to the City at **65%, 95%** and **100%** completion stage. The Consultant will provide one electronic (PDF format) at each design stage to the City for review and comments. 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.

I. Stage 1 PS&E (65% Complete)

At a minimum the corridor design must be developed far enough to have the street light modifications identified.

The submittal must also include locations of utilities and other items that may potentially impact the design. Utility "A, B, and C" letters will be prepared by the consultant and mailed out by the City as necessary.

Streetlight information must be developed far enough to allow utility coordination with PG&E to establish points of service connection for each street light, if required.

Draft project specifications and project construction estimate must be submitted with this submittal.

The photometric and isolux pattern analysis for the proposed lighting must be submitted prior or with this submittal.

II. Stage 2 PS&E (95% Complete)

At a minimum complete design revisions from 65% submittal and a comment matrix responding to all comments on the 65% submittal.

Detailed project plans, specifications, and estimates shall be prepared for review. Majority of design elements must be completed at this submittal and any potential utility conflicts must be resolved.

Draft project specifications and project construction estimate must be submitted with this submittal.

III. Stage 3 PS&E (100% Check Print)

At a minimum complete design revisions from 95% submittal and a comment matrix responding to all comments on the 95% submittal.

Detailed project plans, specifications, and estimates shall be prepared for final review. All design elements must be completed at this submittal and any potential utility conflicts must be resolved.

IV. Final PS&E (100% Complete)

Complete design revisions from 100% Check Print submittal and a comment matrix responding to all comments on the 100% Check Print submittal.

Detailed project estimates and specifications shall be included at this stage. This is the final design that will be advertised for construction.

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.

Final PS&E submittal shall include: One complete plan set of reproducible 24"x36" on mylars (after editorial review of 100% check print), final cost estimate and specifications, AutoCAD and PDF format drawing files and Microsoft Word format specifications on CD delivered to the City. Final submittal is due by February 27th, 2026. After completion of the construction, Consultant will incorporate the red lines (provided by contractor) into an as-built set on re-signed mylars. The Consultant shall provide electronic copies of the as-built sheets.

4.4 Public Outreach

Although no public outreach is anticipated to be part of the scope of work at this time, please include one public viewing of draft plans as an optional task. The public viewing will include mailing of invitation flyers or cards using an address list supplied by City/Consultant, providing display boards and easels, and answering questions asked during the viewing. City Staff will arrange the location of the viewing.

4.5 Coordination/Meetings

The Consultant shall attend meetings with City staff when necessary to discuss and finalize the design.

The Consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each stage/task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show a base line, tasks, duration, milestones, assignments, critical paths, and other relevant data. The project schedule shall be maintained and updated monthly throughout the design phase of the project.

The consultant is responsible for coordinating and meeting with all utility companies and impacted agencies as needed for the project to resolve all project issues.

The consultant shall attend one (1) project kickoff meeting and if required one (1) public information meeting, a pre-construction meeting, a post-construction meeting, and meet and assist staff during construction as required.

4.6 Design Support During Construction

As part of the proposal, 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. Consultant shall also include services for design support during construction. These services include responding to all RFI(s), submittal reviews and approval, altering project plans to address any design flaws or inconsistencies (at no additional cost to the City), consultation with the construction contractor, and preparation of record drawings.

4.7 As-Built Drawing

Consultant shall prepare record drawings upon project completion. 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 confirm that they reflect what has actually been constructed. Electronic files of the As-Built drawings (in standard PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built mylars.

The consultant can assume that the City will perform the construction management in-house which includes a resident engineer duties and inspection.

4.8 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**.

(Please note that the above tasks are listed as a general framework for this project. You are encouraged to include additional tasks into your proposal.)

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on **April 15, 2024** to:

RICARDO NAVARRO
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 “**WILSON WAY SAFETY LIGHTING PROJECT**” for the City of Stockton (Project WT23019/HSIPSL-5008(204)). The cost proposal must be in a sealed envelope separate from the proposal. 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:

Ricardo.Navarro@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

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 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 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
- Schedule
- Cost Proposal

The body of the technical proposal shall not exceed fifteen (15) pages with a minimum font size of 10. Proposer shall submit four (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 twenty five (25) 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 Wilson Way Safety Lighting Project, WT23019/HSIPSL-5008(204).

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 Schedule

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

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks by **February 31, 2026**.

6.9 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 the tasks.

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 13, 2024

Written Questions submitted by	March 26, 2024
Response to Written Questions	April 2, 2024
Proposals Due	April 15, 2024
Negotiations	April 30, 2024
Contract Approval	August 20, 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 opened until after 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 – Acknowledgement of Monument Preservation

Attachment C – Instructions to Proposers

Attachment D – Evaluation Scoring Sheet

Attachment E – State Aid Consultant Contract Provisions