



## **REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES**

**FOR THE**

### **DOWNTOWN STOCKTON WEBER AVENUE BIKE AND PED CONNECTIVITY**

**PROJECT NO. WT24038 / ATPSB1L-5008(206)**

**Issued by:**

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

**Date Issued:** Friday, December 22, 2023

**Written Questions Due:** Friday, January 12, 2024

**Date Proposals Due:** Wednesday, January 31, 2024, at 3:00 P.M

**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 for the completion for the Project Approval and Environmental Documentation (PA&ED) phase for the Downtown Stockton Weber Avenue Bike and Ped Connectivity, City Project No. WT24038 / State Project No. ATPSB1L--5008(206).

PA&ED includes preparation of preliminary design, the California Environmental Quality ACT (CEQA), and the National Environmental Policy Act (NEPA) documents, and public outreach. This project is likely to require the expertise of a multidisciplinary team consisting of transportation, civil, and environmental engineering, and public relations.

The Consultant must be familiar with the California Transportation Committee 2023 Active Transportation Program Guidelines, Caltrans Local Assistance Program Guidelines (LAPG), and Program Manual (LAPM).

A selection committee will comprehensively rank firms based on, but not limited to, content of proposals, qualifications, references, interviews, and other relevant information. Contract negotiations will begin with the highest ranked firm. Pending successful negotiations, the selected Consultant will enter a Professional Services Contract with the City.

## **2.0 BACKGROUND**

The City applied for funding from the Active Transportation Program (ATP) Cycle 6 to implement Class IV bike lanes, bike facilities, bike lockers, and pedestrian crossing improvements per the Bicycle Master Plan and the Safe Routes to School plan. The City secured ATP funds for PA&ED, plans, specification, and estimates (PS&E), and construction phases for the Downtown Stockton Weber Avenue Bicycle-Pedestrian Connectivity Project. The limit of the project is along Weber Avenue corridor from Mormon Slough to Wilson Way.

The number of lanes along the Weber Avenue corridor varies from 2 lanes to 4 lanes. No bicycle facilities currently exist along the corridor. While sidewalks are provided throughout the corridor, high traffic volume and speeds has resulted in Weber Avenue being a hotspot for collisions involving pedestrians and bicyclists (**Attachment A** – Vicinity Map).

The complete Project will establish a two-way road low-stress connection comprised of Class IV throughout Weber Avenue Corridor. This will not only clearly direct bicyclists to their dedicated space on the roadway, but also provide them with an additional physical buffer between the bike lane and vehicular traffic. Substantial safety improvements will be made for both bicyclists and pedestrians at intersections, multiple crossing enhancements like high visibility crosswalk markings, RRFBs, and installation of bulb outs at intersection crosswalks. To view the full application, click here: [ATP Application Form](#)

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### **Request For Proposals**

### **3.0 PROJECT DESCRIPTION**

This Request for Proposals (RFP) will provide for the preparation of environmental documents for CEQA/NEPA, transportation analyses, and preliminary design for bike and pedestrian improvements along Weber Avenue corridor from Mormon Slough to Wilson Way.

### **4.0 SCOPE OF WORK**

The Consultant shall prepare and provide a detailed scope of services for the design of this project based, in part and at a minimum, on information presented in this Request for Proposal, project's ATP application, and other available information. The Consultant shall provide a cost proposal, which accomplishes the objectives of the project PA&ED phase.

The project scope of work includes but is not limited to the following:

- Preparation of environmental documents for CEQA/NEPA
- Transportation Analyses
- Preliminary design for the bike and pedestrian improvements
- Public Outreach Plan

The Consultant is encouraged to team-up with local firms.

Consultant is also encouraged to include additional items/tasks not covered by this RFP that will add value to the project. Clearly identify these additional scope of work items in the work plan and cost proposal.

The Consultant shall 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 task, duration, milestones, assignments, critical paths, and other relevant information. Assume a project start date of early May 2024. The project schedule will be maintained and updated monthly throughout the PA&ED phase of the project.

The work will include, but 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, photos/images, right-of-way maps, 'as-built' plans, record maps, surveys, assessor maps, and local street improvement plans, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, on-street parking, bus route movements, and other characteristics for the project.

#### **4.2 Environmental Services**

The project is funded with ATP funds and therefore the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents are

required to achieve environmental clearances in accordance with State and local regulations. The selected Consultant shall preliminarily assess any studies required for the NEPA clearance on the proposal. The City has secured CEQA Notice of Exemption clearance.

#### **4.3 Transportation Analysis**

The Consultant shall research and prepare a traffic analysis report which includes traffic assessment, level of service, roadway segment data, geometrical analysis, parking study, movement count, pavement condition assessment, vehicles miles travel (VMT) and annual daily traffic along Weber Avenue, starting from Mormon Slough to Wilson Way. Please refer to the City's Transportation Impact Analysis Guidelines (**Attachment F**).

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 Proposal Submissions**

Proposals shall be submitted **no later than 3:00 PM on January 31, 2024**, to:

JOSHUA J. SANDOVAL  
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 "**DOWNTOWN STOCKTON WEBER AVENUE BIKE AND PED CONNECTIVITY**" for the City of Stockton (**CITY PROJECT NO. WT24038 / ATPSB1L-5008(206)**). 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 shall be emailed to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov) and Joshua Sandoval at [JoshuaJ.Sandoval@stocktonca.gov](mailto:JoshuaJ.Sandoval@stocktonca.gov). This electronic submittal should **not** include 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 the 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:

[JoshuaJ.Sandoval@stocktonca.gov](mailto:JoshuaJ.Sandoval@stocktonca.gov)

Cc: [Dawn.Clement@stocktonca.gov](mailto:Dawn.Clement@stocktonca.gov)

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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 an addendum will be posted on Bid Flash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or response 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=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 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.
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City; and/or
- 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 B**, 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 State Program Requirement**

The requirements for state funded projects will apply to this request for proposals, and the proposers will be required to submit all required forms. See **Attachment C**, State Aid Consultant Provisions for copies of currently required forms. Forms can also be found on Caltrans Website:

**Local Assistance Procedures Manual (LAPM) Forms | Caltrans**  
<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>

## **5.8 Department of Industrial Relations**

Please refer to **Attachment B**, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

## **5.9 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 \* (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 (**Separate Sealed Envelope**)

### **\* Included as Body of Proposal**

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10. Proposer shall submit three (3) bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 25 pages, including resumes and the cover letter. All other requested forms should be submitted as part of an appendix which will not count toward the page limit.

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

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## **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 interests.

## **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 subconsultants. 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 project goals and objectives.

## **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**

Provide a Microsoft Project Schedule with key dates, milestones, and critical paths. The schedule shall be updated periodically. The selected Consultant shall be expected to begin work within two weeks of contract signing.

## **6.10 Cost Proposal**

Proposer shall submit a cost proposal in a spreadsheet. Identifying all key members, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task including subconsultants. Include total fees for all costs to complete all the tasks. Proposers shall refer to **Attachment D** – Sample Cost Proposal to provide the cost proposal in the sealed cost envelope.

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

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.

## **7.0 PROPOSAL EVALUATION**

The Consultant Selection process will follow the timeline shown below, but is subject to change as dates are tentative:

<b>Event</b>	<b>Date</b>
Post Request for Proposals	<b>December 22, 2023</b>
Written Questions submitted by	<b>January 12, 2024</b>
Response to Written Questions	<b>January 23, 2024</b>
Proposals Due	<b>January 31, 2024</b>
Negotiations	<b>February 2024</b>
City Council Approval	<b>April 2024</b>

## **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualification-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (**Attachment E**).

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## **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 highest-ranked firm and proceed with the second-ranked firm and so on. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another consultant.

The selected Consultant will be expected to enter a Professional Services Contract 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 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 – Instructions to Proposers – State Funded Projects**

**Attachment C – State Aid Consultant Contract Provisions**

**Attachment D – Sample Cost Proposal**

**Attachment E – Evaluation Scoring Sheet**

**Attachment F – Transportation Impact Analysis Guidelines**