



**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES
FOR THE**

**CITY OF STOCKTON FIBER OPTIC MASTER PLAN & EXPANSION
PROJECT NO. WARP503**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: **December 20, 2021**

Written Questions Due by: **Wednesday, January 5, 2022**

Date Proposals Due: **Tuesday, January 11, 2022; 3:00 PM**

Late Submittals Will Not Be Accepted

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from consultants to provide professional engineering services to prepare a fiber optic master plan and plans, specifications, and estimate (PS&E) for the Fiber Optic Master Plan and Expansion Project, City Project Number WARP503. The funding is locally administered.

2.0 BACKGROUND

As part of the American Rescue Plan Act (ARPA) of 2021, the City anticipates receiving approximately \$78 million in additional funding to address local needs generated by the COVID-19 pandemic. The portion of funding that is scheduled to award for development of the Fiber Optic Master Plan and Fiber Optic Segment Construction is up to \$3 million. The City currently has \$450,000 and anticipates receiving the remaining funds in June 2022. Because these funds will be received directly from the U.S. Treasury, the City is seeking experienced, professional services to augment staff's capabilities to ensure compliance with federal regulations while maximizing the recovery and beneficial uses of the ARPA funds in the local community.

The City is seeking proposals from qualified firms to develop a fiber optic master plan, and to design and expand fiber infrastructure. Currently, the City has a lease agreement with a utility company for use of their fiber trunk lines to communicate with City traffic signals and various facilities. The City has also installed some of its own fiber where needed as an expansion to the leased fiber trunk lines. Looking to the future, the City envisions maintaining its own, citywide fiber optic network. The network topology of the existing fiber network is quickly proving insufficient for supporting the increasing number of IP devices at the traffic signal cabinets. With the increasing popularity of connected and autonomous vehicles, and the ideas of City Wi-Fi, smart city, and 5G, a more robust and expandable network will be needed to ensure the successful deployment of these and other technologies throughout the City. The City's "ITS Master Plan" and the San Joaquin Council of Government's "Fiber Readiness Plan" should be used as a basis for this Fiber Optic Master Plan.

3.0 PROJECT DESCRIPTION

The objective of this project is to establish a master plan for installing City-owned fiber throughout the City. The selected firm will work with City staff and stakeholders to identify existing infrastructure, phase out the improvements, and design the first phase of fiber infrastructure construction. The consultant shall produce a report detailing the current state of the City's fiber network and the roadmap to citywide, City-owned fiber, including detailed maps of the proposed network and recommended staffing. The selected firm should conduct meetings with stakeholders to discuss their potential involvement. The consultant should also investigate alternatives pathways, such as leveraging existing abandoned underground utilities or aboveground poles. The Master Plan should also include information and suggestions regarding the implementation of wireless links and/or cellular connections in addition to physical fiber connections. The consultant shall produce PS&E for the construction of the first phase of fiber infrastructure as determined through development of the Fiber Optic Master Plan.

4.0 SCOPE OF WORK

The selected firm shall coordinate meetings with Public Works and IT staff and other stakeholders for background and inventory of the existing fiber network and available infrastructure. The preparation of the City of Stockton Fiber Optic Master Plan will include, but is **not limited to** the following tasks:

4.1 Develop a citywide Fiber Optic Master Plan by researching the City's existing fiber optic network, determining where critical fiber gaps exist, analyzing future roadway network and potential service points, prioritizing fiber buildout, and outlining the maintenance plans. The selected consultant shall provide:

- A. Diagrams and maps in their original formats
- B. A PDF copy of the report at 65%, 90%, and 100% complete to the City for review and comment
- C. Four (4) sets of the final report bounded, plus PDF file to the City for filing

4.2 Prepare complete set of PS&E documents. The selected consultant shall provide:

- A. A base map showing existing information
- B. PDF copies of PS&E at 65%, 90%, 100% completion to the City for review and comment.
- C. Comment matrix with each submittal with written response to each comment from the City
- D. Final check print prior to plotting on mylars
- E. One complete mylar plan set (24"x36") stamped and signed, final cost estimate (stamped in Excel and PDF formats) and final specifications (stamped and signed in word and PDF formats)
- F. AutoCAD format drawing files

4.3 Design support during bidding and construction, including, but not limited to:

- A. Responding to Requests for Information
- B. Altering plans to address design changes
- C. Design changes needed due to error or omissions shall be provided at no additional cost to the City
- D. Any needed consultation with the construction contractor and/or City project manager

4.4 As-built drawings shall be provided upon project completion in PDF and AutoCAD formats and on original mylars

- 4.5** NEPA environmental documents are **NOT** required as the funding is locally administered.
- 4.6** The consultant shall identify, list, tie out survey monuments, and show existing survey monuments on construction plans. Consultants shall file all pre-construction Corner Records or Records of Survey with San Joaquin County and submit a copy to the City. The Corner Records or record of Survey shall show monuments within the area of construction reasonably subject to removal or disturbance not shown on a recent record document. 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.
- 4.7** 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, service interruptions, property encroachments, potential damage to property, etc. that is needed.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 p.m. on Tuesday, January 11, 2022.

Proposers shall email an electronic copy of the proposal to Jeffrey Aube at Jeffrey.Aube@stocktonca.gov and Miguel Mendoza at Miguel.Mendoza@stocktonca.gov.

The Cost Proposal must be emailed, separately from the proposal, only to Miguel Mendoza at Miguel.Mendoza@stocktonca.gov.

Email subject line shall read, “**RFP – CITY OF STOCKTON FIBER OPTIC MASTER PLAN & EXPANSION, WARP503**”. Late electronic submittals 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:

Jeffrey.Aube@stocktonca.gov

Requests for clarification shall be submitted at least four (4) business days prior to the proposal due date (Wednesday, January 5, 2022.). If a response warrants an addendum to the RFP, such 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 responses to questions. The website address is as follows:

http://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 proposer without further consideration:

- A. Evidence of collusion among proposers.
- 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 process will, and shall be, just cause for disqualifications/rejection of proposer's proposal and considered nonresponsive.
- D. A proposer'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 proposer 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 Section 3.68.120 of the Stockton 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 to perform the proposed work.

5.7 Confidentiality

The proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Project Team
- Detailed Work Plan
- Examples of Experience with Similar Types of Work
- References
- Cost Proposal (in separate email)
- Schedule

Proposals shall be no more than 20 pages, including folders, covers, and resumes.

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 Project Team

Describe your team organization including the qualifications of the prime firm and any sub firm. 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 to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

6.3 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.

6.4 Examples of Experience with Similar Type of Work

Provide examples of projects similar in scope and size to this project. The consultant must show that they are experienced in planning, developing, and designing large scale fiber optic networks.

6.5 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.

6.6 Cost Proposal

Proposers shall email a cost proposal, separate from proposal, only to Miguel Mendoza at Miguel.Mendoza@stocktonca.gov.

6.7 Schedule

The City is expecting delivery of the final report eight months after the contract is signed.

7.0 PROPOSAL EVALUATION

The City of Stockton will follow the firm selection schedule listed below but reserves the right to modify the schedule in any manner necessary to serve the best interest of the City. Dates are tentative.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	December 20, 2022
Written Questions submitted by	January 5, 2022
Response to Written Questions	January 7, 2022
Proposals Due	January 11, 2022
City Council Approval	March 22, 2022

7.1 Proposal Evaluation

This Request for Proposal is not an offer by the City to contract but is an invitation to interested parties to submit a proposal which the City may accept or reject at its sole discretion. This is a cost and qualification-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (**Attachment B**). Evaluation of the proposals will be performed by a Selection Committee consisting of in-house staff and/or other department staff who will assess the qualifications, experience, strength of the Firm and ability to perform the work. Please allow for at least ten working days for City to review and rank the proposals. The city may request virtual or in-person interviews with the top-ranking firms before making a final selection.

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 Firm will not be disclosed or discussed with another Firm.

The selected Firm will be expected to enter into a Professional Services Contract with the City. See **Attachment A** - 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.

8.0 PROJECT INVOICING AND COMPENSATION

The selected firm shall submit payment requests monthly. Payment requests shall include a detailed invoice of the costs incurred.

Compensation shall be paid no more frequently than once per month on a time and materials basis with a maximum not-to-exceed amount paid for each task of work completed.

ATTACHMENTS:

Attachment A – Instructions to Proposers – Locally Funded Projects

Attachment B – Evaluation Scoring Sheet

Attachment C – Existing City Fiber Maps