REQUEST FOR PROFESSIONAL ENGINEERING SERVICES

FOR THE

2016 SANITARY SEWER REHABILITATION PROJECT
PROJECT NO. M16006

Issued By:

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

DUE DATE: THURSDAY, SEPTEMBER 17, 2015 @ 4:00 p.m.
1.0 INTRODUCTION
The City of Stockton (City) is soliciting proposals to provide professional engineering services to prepare the design documents for the 2016 Sanitary Sewer Rehabilitation Project (project), which includes replacement of various existing sewer lines throughout the City of Stockton.

2.0 BACKGROUND
The sewer replacement project is designed to facilitate the rehabilitation of existing sewer lines that are deteriorating, are inadequately sized, and/or have the potential for structural failure.

3.0 PROJECT DESCRIPTION
The project includes the replacement of approximately 2,898-feet of existing 6-inch diameter sewer lines and 1,410-feet of existing 8-inch sewer diameter lines (Attachment A – Vicinity).

4.0 SCOPE OF SERVICES
The Consultant shall perform the following professional services described in this section:

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 characteristics for the project. The Consultant shall conduct field reconnaissance of the project limits. The Consultant shall also conduct field surveys that include collecting topographic information, and locating and referencing any survey monumentation to be compromised by the project. The plans shall illustrate existing structures, as well as rim and invert elevations for all underground and above ground utilities.

For each pipe segment reach, the Consultant shall review existing CCTV inspection reports and videos to consider what method of pipe rehabilitation will be recommended by Consultant. CCTV inspection reports and videos will be made available to the selected Consultant.

The Consultant shall identify required permits, prepare all permit applications, and assist the City with negotiations relative to permit conditions, if required. Permit fees will be paid by the City.

The Consultant will need to prepare all public notices required to access private property during field reconnaissance and also provide a right of entry letter to access those private properties. 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 encroachments, access restrictions, potential damage to property, etc.

The Consultant will need to prepare utility letters and project location exhibits, utility requests need to be on City letter head to avoid paying fees for utility information, to coordinate and identify existing utilities that will be impacted or cause impact by the proposed project. The Consultant will need to coordinate with the City to the maximum extent possible to route this information to utility companies.
The Consultant will provide copies of all correspondence, public notices, and right of entry letter’s for City files.

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

The Consultant shall prepare complete PS&E documents, which include design improvement plans, traffic control plans, specifications, and engineer’s estimate. PS&E shall be prepared according to City’s standards and current CA MUTCD, as appropriate.

The Consultant shall prepare a base map showing existing information to facilitate the design of all the necessary improvements using the City’s latest Benchmark information. The base map limits shall be sufficient to cover all necessary improvements within the project area.

The Consultant shall provide four (4) 36”x24” sets of plans, one set of specifications and one engineer’s estimate at the 50% and 90% phases to the Engineer for review and comment. The Consultant will also provide one electronic (pdf format) copy to Engineer. The original red-line comments from the reviewing agency shall be returned with the succeeding submittal. The Consultant shall provide one electronic (pdf format) copy at 100% for final review prior to plotting mylars and providing final specifications and engineer’s estimate.

The Consultant is responsible for the final submittal which incorporates all previous review comments, survey information, technical requirements, right-of-way information, utility verification/protection, minimum contractor qualifications, regulatory agency permits and mitigation monitoring requirements, and any applicable encroachment permit requirements, and City requirements.

The Consultant will provide the necessary final PS&E documents in a bid-ready form. The final submittal shall include: one complete plan set of reproducible (36”x24”on mylars), final cost estimate (stamped, in excel and pdf format), and final specifications (in word and pdf format) delivered to the City, along with a CD disk containing all electronic files including AutoCAD drawing files. After completion of the construction, Consultant will incorporate the red lines (provided by contractor) into an as-built set on re-signed mylars (if minor changes, Consultant can as-built the plans or authorize the City to as-built set of redlines).

The Consultant will provide all correspondence for City files.

4.3 Coordination/Meetings

The Consultant shall establish a clear and consistent communication with the City to discuss progress of design. The Consultant shall attend meetings (or conference call) with City as needed to discuss and finalize the design.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Any question or request for clarification shall be made in writing and directed to Rosa Alvarez, via email at: rosa.alvarez@stocktongov.com with the Subject Line to read: “2016 Sanitary Sewer Rehabilitation Project”. Such request for clarification shall be delivered to the City via email by Monday, September 14, 2015, 12:00 p.m.

Proposals shall be submitted no later than 4:00 p.m. on Thursday, September 17, 2015 to:
The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside “2016 Sanitary Sewer Rehabilitation Project, Project No. M16006).” Late proposals will not be accepted.

5.2 Licensing Requirements

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

A City of Stockton business license is required for this project. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.3 Insurance Requirements

Proponent, at proponent’s sole cost and expense and for the full-term of the contract or any extension, shall obtain and maintain all of the insurance requirements listed in Attachment B, Instructions to Proposers Locally Funded Contracts. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City, as to form and content.

5.4 Department of Industrial Relations

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

5.5 Product Ownership

Any documents resulting from the contract will be the property of the City.

6.0 REQUIRED PROPOSAL CONTENT

The City requests that the proposal clearly address all of the requirements outlined in the RFP. Consultant shall submit four (4) bound sets of its proposal containing 8-1/2”x11” sheet sized for text and 11”x17” sheet sizes for any fold-out drawings. Proposals shall be no more than 20 pages, including resumes and the cover letter. Double sided sheets will count as two pages.

The proposal should include, but not limited to, the following minimum information:

1. A summary of the Consultants understanding of the project as a whole and the unique capabilities to perform the services required.

2. The Consultant’s implementation plan with a project schedule including a list of tasks and any additional field investigation or exploratory work to be performed and proposed deliverables.

3. The Consultant’s experience and history in performing (trenchless technologies, i.e. cured-in-place pipe, pipe bursting, etc.) this type of work on similar projects, including the Consultant’s ability to provide prioritized project recommendations and scheduling based
on an aggressive timeline. Include references of persons, firms, or agencies that the City may contact to verify the experience of the Consultant.

4. A statement of qualifications and experience for each licensed individual or certified individual proposed to perform responsible portions of the work. Firms must be able to provide sufficient staffing with qualified individuals throughout the contract.

5. Consultant fee schedule for the duration of the project, including rates for key staff, proposed level of effort (in hours and cost) for each major task and total cost.

### 7.0 SELECTION PROCESS

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. The City may invite the Consultants for an interview upon evaluation of all proposals received.

A selection committee will evaluate the submitted proposals. This is a qualifications based process, so ranking will be based on the Consultant’s experience, project approach, schedule, and cost.

Proposals will be evaluated based on the following factors:

1. Project Team, Technical Experience/References (25%)
2. Project Approach (25%)
3. Project Schedule (25%)
4. Cost (25%)

**Please allow for at least two weeks for City review and ranking of proposals.** The City may negotiate with the highest ranked Consultant. 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 selected Consultant and negotiations will begin with the second-ranked Consultant.

No compensation is offered for any work related to these proposal requests or negotiations. Proposals are entirely voluntary. All original documents, including electronic files, become the property of the City of Stockton.

The selected Consultant will be required to enter into a contract with the City of Stockton. The prospective Consultant is also advised that the contract will not be in force until it is approved and fully executed by the City of Stockton. It is expected that the successful Consultant will accept the terms and conditions of the professional services contract and insurance and indemnification requirements “as is” without modification. The Consultant will be required to satisfy all insurance certification requirements before the City of Stockton issues a Notice to Proceed.

Information contained in your proposal will be considered proprietary until a contract is awarded. Following award; however, such information may be used by the City as the City deems appropriate.

### ATTACHMENTS

Attachment A – Vicinity Map
Attachment B – Instructions to Proposers Locally Funded Contracts
::ODMA\GRPWISE\COS.PW.PW_Library:228863.1

---

Request for Proposal
2016 Sanitary Sewer Rehabilitation Project