REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
EL DORADO STREET PEDESTRIAN WARNING SYSTEM UPGRADES
CITY PROJECT NO. PW1526

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

Date Issued: December 19, 2016
Date Proposals Due: January 11, 2017
1.0 INTRODUCTION
The City of Stockton (COS) is soliciting Request for Proposals (RFP) from qualified consulting firms to provide Professional Engineering Support for design and construction of El Dorado Street Pedestrian-Actuated Warning System. Contract negotiations will begin with the highest ranking firm. Pending successful negotiations, the consultant will enter into a professional services contract with the City of Stockton. The project is anticipate to begin construction in 2017. The project is funded by the local Measure K funds.

2.0 BACKGROUND
The existing pedestrian-actuated warning systems on El Dorado Street are outdated. There are three locations that are in need of upgrades: El Dorado Street/Main Street, El Dorado Street/Channel Street and El Dorado Street/Lindsay Street. The (Light Guard) equipment is high failure rate and equipment cost justified replacing with better pedestrian-actuated warning system that meet current guidelines.

3.0 PROJECT DESCRIPTION
The City is seeking profession services to advice and design replacement of the existing pedestrian-actuated warning systems. The Consultant will provide a study at each crossing to determine what type of improvements are needed to upgrade the pedestrian-actuated warning systems. Communication conduits and cabling maybe needed to connect equipment with adjacent traffic signals. After the City agrees on the type of upgrade to the pedestrian-actuated warning systems the consultant will prepare PS&E for the pedestrian-actuated warning system. As part of PS&E the Consultant will use the latest ADA, CAMUTCD, and City Standards for the design of pedestrian-actuated warning system. The consultant will also assist in the construction phase of the project.

4.0 SCOPE OF WORK
Each consultant shall prepare a detailed scope of services based, in part and at a minimum, on 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 the design contract will be awarded in Winter 2017, with construction taking place in Summer/Fall 2017.
The work will include, but is not limited to the following tasks:

4.1 **Engineering Study**

The Consultant shall conduct pedestrian and vehicle counts at each location and review the collision histories, signal timing at the adjacent signalized intersections. The Engineering Study will determine the type of upgrade needed at each location. Consultant shall also make recommendation on equipment upgrades.

4.2 **Background Research**

The Consultant will review each site to determine if the existing wheelchair ramps, sidewalk and pavement marking are in compliance to ADA, CAMUTCD and City Standards. Also review maps, as-built plans, improvement plans, records, utility records, right of way to prepare PS&E.

4.3 **Environmental Services**

The project is required to comply with California Environmental Quality Act (CEQA). The City will prepare documentation to obtain CEQA Determination.

4.4 **Plans, Specifications, and Estimate**

The engineering study and PS&E documents, which include design improvement plans, technical specification and engineers estimate. The PS&E shall be prepared according to the current City’s, CAMUTCD, and ADA standards.

Improvement plans for access improvements, striping and signage, drainage, electrical, erosion control and water pollution prevention shall be submitted for review to the City at 65%, 95% and 100% design stage.

Provide 5 copies (24” x 36”) and PDF copies of PS&E at 65% and 95%. At 100% stage, two full size sets of plans shall be submitted plus one final full size check print set prior to printing mylars. After approval of the check print set, consultant shall submit a full size set of plans printed on mylar along with final specifications and estimate.
4.5 **Coordination/Meetings**

The consultant shall attend meetings with the City, as needed, to finalize the design. The consultant is responsible for arranging and coordinating with all utility companies within the project to resolve all utility issues.

4.6 **Design Support During Construction**

This work includes responding to Requests for Information, review and approve submittals, providing written clarifications to plans, attendance at selected meetings.

4.7 **As-built Drawings**

The consultant should prepare as built drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of as built drawings in Auto Cad. Changes should be reflected on the mylars either by hand or a new printed sheet.

5.0 **PROJECT GENERAL INFORMATION**

5.1 **Proposal Submissions**

Proposals shall be submitted no later than 2:00 PM on January 11, 2017, to:

CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202  
**ATTN: KEN MIKAWA**  
PROJECT MANAGER  
Email: Ken.Mikawa@stocktonca.gov

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “EL DORADO STREET PEDESTIAN-ACTUATED WARNING SYSTEM” for the City of Stockton (Project PW 1526). Late Proposals will not be accepted. PDF version submitted to Ken Mikawa and Chyerle Leach.
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:

ken Mikawa@stocktonca.gov

cc: chyerle.Leach@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 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:


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**

Properly registered as a professional Civil Engineer/Traffic Engineers’ 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 **Department of Industrial Relations**

Please refer to Exhibit B, 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 and Approach
- Examples of experience with similar types of work
- Detailed Work Plan
- 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

The body of the technical proposal shall not exceed 15 pages with a minimum font size of 10. Proposer shall submit 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 30 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.
- Provide references with emphasis on the completion of projects related to pedestrian improvements with similar challenges (provide list with proposal).
- 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 and Approach**

Describe your understanding of the needs of the El Dorado Street Pedestrian-Actuated Warning System Upgrade, PW 1526.

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 **Key Personnel 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.

6.8 **Project Work Matrix**

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 (see Exhibit D – Sample Cost Proposal).

6.9 **Schedule**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks by 90 days.

6.10 **Cost Proposal**

Proposer shall submit a cost proposal in a separate sealed envelope. 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.
6.11 Local Preference

Proposer shall include a statement and supporting information addressing the use of local consultants and/or businesses on the project. Information shall include consultant/business locations relative to the City of Stockton and the cost proposal shall provide the portion of the total fee and percentage that will be expended by proposed local preference consultants/businesses working on the project.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Post Request for Proposals</td>
<td>December 19, 2016</td>
</tr>
<tr>
<td>Written Questions submitted by</td>
<td>December 29, 2016</td>
</tr>
<tr>
<td>Response to Written Questions</td>
<td>January 5, 2017</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>January 11, 2017</td>
</tr>
<tr>
<td>Negotiations</td>
<td>January/February 2017</td>
</tr>
<tr>
<td>City Council Approval</td>
<td>not applicable</td>
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</tbody>
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7.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualifications and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Exhibit C). Proposer shall submit a cost proposal as part of their overall proposal (See Exhibit D – sample cost proposal). Cost will be a factor in evaluation, but selection is predominately qualifications based.

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 Exhibit 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.

**EXHIBITS:**

- Attachment A – Vicinity Map
- Attachment B – Instructions to Proposers – non federally funded projects
- Attachment C – Evaluation Scoring Sheet
- Attachment D – Sample Cost Proposal