REQUEST FOR PROPOSALS

PROFESSIONAL DESIGN SERVICES

FOR THE

HUNTER STREET ROAD DIET/BIKE LANE INSTALLATION
CITY PROJECT NO. PW1609/
FEDERAL PROJECT HSIPL-5008(155)

Date Issued..................................... June 29, 2017
Deadline for Submissions............... July 27, 2017; 3:00 PM
Contact Person............................. Clifton Gayotin
Project Manager
(209) 937-8241
cliff.gayotin@stocktonca.gov

If you are interested in submitting a Proposal, please read this document in its entirety and follow all instructions for submission.

LATE SUBMITTALS WILL NOT BE ACCEPTED
1.0 INTRODUCTION

The City of Stockton (City) requests a Technical Proposal from qualified consulting firms to provide professional engineering services to design the Hunter Street Road Diet/Bike Lane Installation, City Project No. PW1609/Federal Project No. HS IPL-5008(155).

2.0 PROJECT BACKGROUND

The Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law on July 6, 2012. Under MAP-21, the Highway Safety Improvement Program (HSIP) is a core federal-aid program for achieving significant reduction in fatalities and serious injuries on all public roads. The Division of Local Assistance (DLA) manages California's local agency share of HSIP funds. California's Local HSIP focuses on infrastructure projects with nationally recognized crash reduction factors (CRFs). Local HSIP projects must be identified based on crash experience, crash potential, crash rate, or other data-supported means.

City staff applied for the Highway Safety Improvement Program (HSIP) Cycle 7 and secured funding for road diet improvements which includes vehicle lane reduction, bike lane & pedestrian facilities installation, and pavement, curb & gutter improvements. These identified safety improvement measures propose to increase visibility and safety to bicyclists and pedestrians within the project area.

Preliminary engineering has been authorized for the Hunter Street Road Diet/Bike Lane Installation project. Milestones for the project have been identified and design must be completed by April 2018.

3.0 PROJECT DESCRIPTION/SCOPE OF WORK

The project is located on Hunter Street near the downtown district. The limits of the project are between Harding Way and Miner Avenue. The project proposes to reduce travel lanes from four lanes (two lanes each direction) to three lanes (one lane per direction and a middle two way turn lane) and install class 2 bike lanes. Existing on-street parallel parking shall be maintained (Attachment F). It also includes repair (remove and replace) of curb & gutter at various locations, pavement improvement (crack treatment and slurry seal) and striping and signage. Vehicle detection will need to be modified at Harding Way and Miner Avenue traffic signals.

The selected consulting firm would provide project management, coordination and preparation of all required construction documents. This work will include, but is not limited to the following tasks:
3.1 **Background Research:**

The consultant shall research and review existing topographic mapping, photos, right of way map, “as built” plans, record maps, surveys, assessors maps, improvement plans, and other characteristics for the project. The consultant shall conduct a field reconnaissance of each location within project limits. The consultant shall also conduct field surveys that include collecting topographic information, and locating and referencing any survey documentation to be compromised by the project. The consultant shall take a minimum of twenty-five (25) digital photographs. The photographs shall be organized and indexed and submitted to City on CD.

As needed, the consultant shall work with all pertinent utilities to identify utility conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate utility relocations. The consultant shall coordinate with all utilities in accordance with Caltrans "Manual on High and Low Risk Underground Facility within Highway Rights of Way."

The 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 permit applications, and assist City with negotiations relative to permit conditions, if required. Permit fees will be paid by the City. The Consultant shall provide recommendations for the safe design of pedestrian & bicyclist improvements, including items such as storm drainage, catch basins per City Standards, etc.

3.2 **Environmental Services:**

The Hunter Street Road Diet/Bike Lane Installation project is funded by the Highway Safety Improvement Program and, therefore, compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) is required. The City have already obtained NEPA clearance (see Attachment G), and City will be responsible for obtaining CEQA Determination.

No environmental services are required.

3.3 **Plans, Specifications, and Estimate (PS&E)**

The Consultant shall prepare complete PS&E documents, which include design improvement plans, technical specifications, and engineer’s estimate. The PS&E shall be prepared per the current City’s standards and current CA MUTCD, as appropriate. Consultant shall 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**

Design Plans, Specifications and Estimates (PS&E) shall be submitted for review to the City at the 65%, 95% and 100% design stage. In addition, an Exceptions to Design Standards engineering report shall be submitted at or before 65% submittal.
The Design Consultant will provide nine (9) sets of plans, specifications and engineer’s estimates (PS&E) in 11”x 17” (half scale) at each design stage to the City for review and comments. The Design Consultant shall provide two (2) additional sets of full scale (24”x36”) plans submittals at the 100% design stage to the City for review and comment. A check print (at 100%) shall be sent for review purposes prior to plotting on mylars. 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. The original red-line comments from the reviewing agency shall be returned with the succeeding submittal.

B. Final PS&E (100% COMPLETE)
The Design 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 submittal shall include: one complete mylar plan set (24”x36”), final cost estimate (stamped, in excel and pdf format) and final specifications (in word and pdf format) and shall be delivered to the City, along with a CD disk containing all electronic files including survey data and AutoCAD drawing files.

C. Quality Control
The PS&E will be subject to quality control reviews by the consultant prior to submittal. These reviews will assure conformance to City and Caltrans Standards.

3.4 Coordination/Meetings
The consultant shall attend a design kick-off meeting and other subsequent meetings with City, as needed, to finalize the design. The consultant shall attend a pre-construction meeting, a post construction meeting, and meet and assist staff during construction as required. The consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, successors, predecessors, and other relevant data. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

3.5 Bidding and 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 RFIs, submittal reviews and approval, altering project plans to address any design flaws or inconsistencies (at no additional cost to the City), attendance of the pre-construction meeting, consultation with the construction contractor, and preparation of record drawings. 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 or TIF format at 300dpi resolutions
settings) 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.

Please note that the above tasks are listed as a general framework for this project. You are encouraged to include additional Tasks in your proposal, specific to this project.

4.0 PROJECT GENERAL INFORMATION

4.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 p.m. on Thursday, July 27, 2017 to:

    CLIFTON GAYOTIN
    CITY OF STOCKTON PUBLIC WORKS DEPARTMENT
    22 E. WEBER AVENUE, Room 301
    STOCKTON, CA 95202-1997

The proposal shall use a minimum font size of 10 on 8½ x 11 inch paper, with each page numbered. Please submit (3) bound and one (1) unbound copy of the proposal. Include a CD containing the proposal in PDF format.

The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside, “Hunter Street Road Diet/Bike Lane Installation” for the City of Stockton (PW1609).” Late proposals will not be accepted.

4.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal as to the scope of services, the schedule for performance, and duration of the services for the project. Further, the City reserves the right to reject any, and all, proposals or to waive any informality or irregularity in a proposal as is in the City's best interest.

4.3 Examination of Proposal Materials

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.
4.4 **Proposal Questions and Requests for Clarification**

Any questions or request for clarification shall be made in writing and deliverable to:

cliff.gayotin@stocktonca.gov
cc: chyerle.leach@stocktonca.gov

Such questions and/or request for clarification shall be delivered to the City via email at least 10 business days prior to the date for receipt of proposals. If questions or requests for clarification are not received via email 10 days prior to proposal submittal, City staff will not be obligated to respond. If a response warrants an addendum, it will be made in the form of a Letter of Clarification (LOC) to the RFP and will become part of the RFP.

It is the responsibility of the Consultant to check the City's Bid Flash website up to the due date for any LOC, response to questions or request for clarification related to the RFP.


4.5 **Cause 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. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
E. Not registered with the Department of Industrial Relations (for prevailing wage rate type work) see section 4.12.

4.6 **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 Division at (209) 937-8313.

4.7 **Insurance Requirements**

Proponent, at proponent's sole cost and expense and for the full term of the agreement or any extension, shall obtain and maintain all the insurance requirements listed in Attachment B, Instructions to Proposers Federal Aid Contracts. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City of Stockton as to form and content.
4.8 **Method of Payment**

Payment will be made within thirty (30) days after invoices are received and accepted by the Project Manager. Invoices are to be rendered monthly.

4.9 **Term of Project**

Project (PS&E) is scheduled to be completed by **April 2018**.

4.10 **Disadvantaged Business Enterprises**

The requirements for federally funded projects will apply to this request for proposal, including a **9% Disadvantaged Business Enterprise (DBE) goal**. Respondents are requested to submit Caltrans Form 10-01 with their proposals. See **Attachment B, Instructions to Proposers Federal Aid Contracts**, for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Miguel Mendoza, DBE Compliance, at (209) 937-7446.

4.11 **Federal Program Requirements**

The requirements for federally funded projects will apply to this request for proposal and the Consultant will be required to submit all required forms at time of proposal and/or contract. See **Attachment E, Federal Aid Consultant Contract Provisions** for a listing and copies of federal forms that may be required, please refer to each Exhibit (form) for applicability and requirements to determine which and when they are to be submitted. Please note the nonlobbying, debarment and suspension requirements.

Requirement information and forms related to Federal Program Requirements can be found on the Caltrans website.

(http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm#goHere10).

Required federal forms will become part of the Consultant contract with the City.

4.12 **Department of Industrial Relations**

Refer to **Attachment B, Instructions to Proposers Federal Aid Contracts** for registration requirements with the Department of Industrial Relations.

4.13 **Product Ownership**

Any documents, hard copy or electronic, resulting from the contract will be the property of the City of Stockton.
5.0 PROJECT SCOPE OF SERVICES

The City of Stockton (City) is seeking professional consultant services to design the Hunter Street Road Diet/Bike Lane Installation project (Attachment A, Vicinity Map).

The Consultant must be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM). Likewise, the consultant staff must demonstrate road diet design experience. This project may require the expertise of a multi-disciplined team consisting of transportation, civil, and other required disciplines to complete the full range of required services. The Consultant shall provide preliminary and final engineering services leading to the completion of plan, specifications, and estimates for construction and/or installation of the desired improvements. Consultant shall establish topographic survey data as deemed necessary. The consultant shall also provide assistance during the bidding and construction phase of the project. The consultant shall structure a proposal which accomplishes the objectives of the project.

The City has received authorization for preliminary engineering for this project. Design Services MUST be completed and finalized by April 2018. Consultant shall be required to assist filling out required forms for the Request for Authorization for construction submitted to Caltrans.

6.0 PROPOSAL CONTENTS

The proposal shall contain the following:

- Cover Letter
- Executive Summary
- Project Team
- Project Understanding and Approach
- Key Personnel References
- Work Plan
- Project Work Matrix
- Project Schedule
- DIR Registration (as applicable, refer to section 4.12)
- Federal Forms (as applicable, refer to section 4.11)

The body of the technical proposal should not exceed 25 double-sided (8½” x 11”) with a minimum font size of 10 and each page numbered. This maximum allowable length is exclusive of any folder, cover, or section dividers. Costs for preparing a proposal are entirely the responsibility of the consultant and shall not be chargeable in any way to the City of Stockton.

The body of the technical proposal shall include, but not be limited to, the following minimum information:
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 regarding the Request for Proposal (RFP). Provide name, title, address, email and telephone number of this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 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 subconsultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.3 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 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 completed projects related to road diet project improvements with similar challenges (please provide list with proposals).
- 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.
- Ability to track team hours worked and provide invoices in a timely manner.

6.4 Project Understanding and Approach

Describe your understanding of the needs of the Hunter Street Road Diet/Bike Lane Installation project.

Describe your approach to meeting the project goals and objectives.

6.5 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 service that were provided to the client.
6.6 **Detailed Work Plan**

Provide a proposed work plan for development and implementation of the project as described in the Scope of Services and Scope of Work. Describe how the team will complete each task without simply repeating the listed tasks. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes.

6.7 **Project Work Matrix**

Identify all key team members, including subcontractors, 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 the overall proposal cost. See *Attachment C, for Sample Cost Proposal.*

6.8 **Project Schedule**

The selected Consultant shall be expected to begin work within two weeks of the Notice to Proceed and complete all tasks in their entirety by April 2018.

Prepare and submit a schedule describing the time required to complete each task in the scope. Show phases, durations, milestones, assignments, critical paths, and other relevant data. The Consultant is encouraged to develop additional project schedule details and suggest changes within the basic constraints of the project. The schedule should be provided in Microsoft Project or similar format. The schedule shall be periodically updated over the course of the project.

7.0 **PROPOSAL EVALUATION AND CONSULTANT/ORGANIZATION SELECTION**

This Request for Proposal is not an offer by the City to contract, but is an invitation to interested parties to make an offer, which the City of Stockton may accept or reject at its discretion.

7.1 **Consultant Selection Schedule**

The consultant selection process will follow the timeline shown below.

- Request for Proposals Released . . . . . . . . . . June 29, 2017
- Written Questions Submitted by . . . . . . . . . July 13, 2017
- Response to Written Questions . . . . . . . . . . July 20, 2017
- Proposals due . . . . . . . . . . . . . . . . . . . . . July 27, 2017 3:00 pm
- Negotiations/Final Scope . . . . . . . . . . . . . . August 10, 2017

7.2 **Proposal Evaluation**

City staff will evaluate all proposals. This is a *cost* and qualifications based process, so ranking will be heavily weighted toward the Consultant’s approach to the project and experience in areas critical to the project. See *Attachment D, for Evaluation Scoring Worksheet.*
7.3 Negotiations

The Project Work Matrix will be used as a starting point to negotiate a professional services contract (Attachment B, Instructions to Proposers Federal Aid Contracts) with the highest ranked consultant. If an agreement cannot be reached after a reasonable period of time, as determined by the City of Stockton, then the City of Stockton will terminate negotiations with the number one ranked consulting firm, and negotiations will be opened with the second ranking firm. The compensation discussed with one prospective consultant will not be disclosed or discussed with another consultant.

The selected consultant will be requested to enter into a professional services contract with the City of Stockton. Consultants should direct attention to Attachment B, Instructions to Proposers Federal Aid Contracts which outlines the City’s requirements for insurance and indemnification. It is expected that the successful proposer will accept the terms and conditions of the professional services contract as is, without modification.

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. The consultant will be required to satisfy all insurance certification and Stockton Business License requirements prior to the issuance of a Notice to Proceed. Work done before issuance of a Notice to Proceed cannot be billed to the City.

8.0 PROJECT INVOICING AND COMPENSATION

The Consultant shall submit payment requests monthly. Payment requests shall include a detailed invoice of the costs incurred, a progress report (no more than one page) and an updated schedule (if changes have been made). The invoice and progress report should provide enough detail to define the amount of work being billed for, and to allow an evaluation of the percentage of work accomplished with respect to the budget expenditures made to date.

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 total work completed.

ATTACHMENTS

1. ATTACHMENT A – Vicinity Map
2. ATTACHMENT B – Instructions to Proposers Federal Aid Contracts
3. ATTACHMENT C – Sample Cost Proposal (Local Assistance Procedures Manual Exhibit 10-H)
4. ATTACHMENT D – Evaluation Scoring Worksheet
6. ATTACHMENT F - Typical Cross Section Concept Plan
7. ATTACHMENT G - Approval NEPA Clearance