REQUEST FOR PROPOSALS

FOR

TO PREPARE
PROFESSIONAL DESIGN SERVICES
PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)
FOR THE
RAISED MEDIAN ALONG DR. MARTIN LUTHER KING JR.
BOULEVARD
CITY PROJECT NO. PW1716/
FEDERAL PROJECT NO. HSIPL-5008(167)

CITY OF STOCKTON
PUBLIC WORKS DEPARTMENT
ATTN: JASON BUSTOS
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

Date Issued………………………………………………. October 25, 2017
Deadline for Submissions…………………………… November 29, 2017 by 3:00 PM

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 (COS) requests proposals from qualified consulting firms to prepare plans, specifications, and estimate for the installation of raised median curbs along Martin Luther King Jr. (MLK) Boulevard between Beighle Alley and Mariposa Rd. The qualified consulting firms will also prepare the necessary environmental documentation for the project.

2.0 BACKGROUND

The City of Stockton was awarded federal funds from the Highway Safety Improvement Program (HSIP) to install median curbs along MLK Boulevard between Beighle Alley and Mariposa Rd.

3.0 PROJECT DESCRIPTION

This Request for Proposals (RFP) will provide for the preparation of plans, specifications, and estimate for the installation of raised median curbs along MLK Boulevard between Beighle Alley and Mariposa Rd. New median curb, gutter, and hardscape will fill in and connect to existing curb with standard height curbing. Hardscape will be 1-2’ wide from the inside edge of curb towards the center of median. The Consultant will develop a cost-effective approach to raising one (1) median street light, multiple median pull boxes, and design improvements. The qualified consulting firms will also prepare the necessary environmental documentation for the project.

4.0 SCOPE OF WORK

Each Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this RFP and other information. The Consultant shall provide a cost proposal and anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the design contract will be awarded in March 2018 with construction to start in March of 2019.

Consultants are encouraged to include items that are not presented in the RFP, but are thought to be necessary for this project.

4.1 Background Research

The consultant shall examine the grant application and propose scope of work that conforms to the grant. The Consultant shall examine Attachment A – Location Map, Project Layout, and Roadway Cross Sections to determine the appropriateness of the segment for the proposed facility to be installed and to plan the location of the signs, striping, and street legends. The Consultant will notify the City of any segments that are
determined to be inappropriate, or that will require additional work to be made appropriate, before design begins.

4.2 Environmental Services

The Agency has the signed PES form (Attachment F – Preliminary Environmental Study). The consultant shall prepare and submit Hazardous Waste Initial Site Assessment (ISA) report pursuant to Caltrans LAPM. The consultant shall prepare documents to obtain California Environmental Quality Act (CEQA). The consultant shall prepare and submit the construction Request for Authorization (RFA) package, Award Package to low bidder, Post-Construction Package per the Local Assistant Procedures Manuals (LAPM) and Local Programs Procedures (LPPs).

The construction RFA must be submitted to Caltrans District 10 office prior to July 2018 (internal City review by June 2018). NEPA clearance must be secured before construction RFA can be submitted.

The consultant is responsible for arranging and coordinating with all utility companies, within the project sphere, to resolve any utility issues.

4.3 Plans, Specifications, and Estimate

The Consultant will prepare and complete PS&E documents, which include design improvement plans, traffic control plans, specifications, and engineer’s estimate. PS&E shall be prepared per the City’s Standards, 2015 Caltrans 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. The base map limits shall be sufficient to cover all necessary improvements within the project area.

The Consultant will provide five (5) sets of plans, specifications, and estimates (PS&E) in 24”x36” (full scale) when the design is at 60% and 100% completion to the City for review and comments. 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.

After all edits have been made to the 100% PS&E, the Consultant will submit a check print (at 100%) for review purposes prior to plotting on mylars. The final submittal shall include: one (1) complete mylar plan set (24”x36”) stamped and signed, final cost estimate (stamped in Excel and pdf format) and final specifications (in Word and pdf format) stamped and
signed, and shall be delivered to the City, along with a Compact Disc containing all electronic files, including AutoCAD drawing files.

The project location, layout, and cross sections are attached for reference.

4.4 **Public Outreach**

Conduct the necessary public outreach to support the environmental documentation. One informational meeting must be conducted prior to construction.

4.5 **Coordination/Meetings**

The Consultant shall attend the project kickoff meeting. The Consultant shall establish and maintain clear and consistent communication with City Staff to discuss the progress of the design. The Consultant shall attend meetings (or conference call) with City Staff as needed to discuss and finalize the design. If necessary, the Consultant may request field meetings to discuss existing street conditions. The Consultant shall meet with City Staff to go over Consultant Performance Evaluation at the contract close out.

4.6 **Design Support During Bidding and Construction**

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in responding to 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 approvals, altering project plans to address any design changes or inconsistencies (at no additional cost to the City), attendance at the pre-construction meeting, and any needed consultation with the construction contractor and/or the City Project Manager.

4.7 **As-built Drawings**

The Consultant shall prepare as-built drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of as-built drawings. Changes should be reflected on the mylars either by hand or by a new printed sheet created in AutoCAD.
5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Costs for developing proposals are entirely the responsibility of the consultant and shall not be chargeable in any way to the COS. All materials submitted become the property of the COS and may be returned only at the City of Stockton’s option.

Submit four (4) copies of the proposal, signed by an authorized representative and submit on or before **November 29, 2017, by 3:00 p.m.** to:

Jason Bustos  
City of Stockton – Public Works Department  
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 “HSIP 8 – Raised Median along Dr. Martin Luther King Jr. Boulevard City Project No. PW1716 / Federal Project No. HSIPL-5008(167)”. Late proposals 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:

jason.bustos@stocktonca.gov  
CC: chyerle.leach@stockontca.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 delivered to Consultants 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. 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**

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 **Disadvantaged Business Enterprises**

The requirements for federally funded projects including Disadvantaged Business Enterprise (DBE) apply to this project. The DBE goal for this project is 12%. Proposers shall submit Caltrans form Exhibit 10-O1, Consultant Proposed DBE Commitment, with their proposals. The successful proposer will also submit Caltrans form Exhibit 10-O2, Consultant Contract DBE Commitment. See Exhibit B, Instructions to Proposers for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Miguel Mendoza, DBE Liaison Officer, at (209) 937-7446.
5.8 **Federal Program Requirements**

The requirements for federally funded projects will apply to this Request for Proposals, and the Proposers will be required to submit all required forms. See [Attachment E – Federal Aid Consultant Provisions](http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm#goHer e10) for copies of currently required forms. Forms can also be found on Caltrans website.

5.9 **Department of Industrial Relations**

Please refer to [Attachment B – Instructions to Proposers](#), for registration requirements with the Department of Industrial Relations.

5.10 **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 sub-consultants.

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
- 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 in a separate sealed envelope – See [Attachment D – Sample Cost Proposal](#) for format
- Federal Forms

The body of the technical proposal shall not exceed fifteen (15) double-sided pages (8 ½" x 11") with a minimum font size of 10. Proposer shall submit six (6) bounded sets, one (1) unbounded set, and a pdf copy of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than twenty (20) 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**

Describe your understanding of the needs of the HSIP 8 – Raised Median along Dr. Martin Luther King Jr. Boulevard, City Project No. PW1716/ Federal Project No. HSIPL-5008(167).

6.6 **Detailed Work Plan**

Provide a proposed work plan for development and implementation of the project 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 path.

The selected consultant shall be expected to begin work within two weeks of contract signing. Construction closeout is anticipated in March 2019. This date shall be reflected in the project schedule due to the preparation of the “As-built” drawings.

6.10 **Cost Proposal**

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 and submit it in a separate sealed envelope clearly labeled “Cost Proposal”. See [Attachment D – Sample Cost Proposal](#).
The cost proposal must be in a sealed envelope separate from the proposal.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the estimated timeline shown below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Request for Proposals</td>
<td>October 25, 2017</td>
</tr>
<tr>
<td>Written Questions submitted by</td>
<td>November 16, 2017</td>
</tr>
<tr>
<td>Response to Written Questions</td>
<td>November 27, 2017</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>November 29, 2017</td>
</tr>
<tr>
<td>Negotiations</td>
<td>December 20, 2017</td>
</tr>
<tr>
<td>City Council Approval</td>
<td>March 27, 2018</td>
</tr>
</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 Attachment C – Evaluation Scoring Sheet. Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost Proposals will not be opened until after other categories have been evaluated.

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 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 – Location Map, Project Layout, and Roadway Cross Sections
Attachment B – Instructions to Proposers – Federally Funded Contracts
Attachment C – Evaluation Scoring Sheet
Attachment D – Sample Cost Proposal (Exhibit 10-H in Local Assistance Manual)
Attachment F – Preliminary Environmental Study