



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE  
FENCING ALONG SMITH CANAL AND FOOT BRIDGE  
CITY PROJECT NO. PW2114**

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

Date Issued: October 27, 2020

Date Cost Proposals Due: November 18, 2020 by 3:00 PM

**Late Submittals Will Not Be Accepted**

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## **1.0 INTRODUCTION**

The City of Stockton (City) is soliciting proposals from qualified firms to provide professional engineering services to prepare plans, specifications, and estimate (PS&E) leading to the construction of the Fencing Along Smiths Canal and Foot Bridge.

The City proposes to engage the services of a Consultant to determine the structural capacity of the Smiths Canal Foot Bridge and alternatives leading to the preparation of PS&E.

## **2.0 BACKGROUND**

The walkway along the Smiths Canal and foot bridge provide access to stores, schools, and other venues for adjacent residents. The project serves to deter homeless camping along the bank and illegal dumping into the canal.

## **3.0 PROJECT DESCRIPTION**

The project includes the removal and replacement of approximately 725 feet of existing fencing along the bank of the Smiths Canal near Fontana Avenue and approximately 480 feet along both sides of the foot bridge with expanded wire mesh fencing.

## **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 the Request for Proposal, and other available information. Consultants are encouraged to include items that are felt necessary for this project.

The work will include, but not limited to, the following tasks:

### **4.1 Background Research**

The Consultant shall research and review existing topographic mapping, photo/images, 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 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 identify impacts to all residences and businesses and present mitigation measures on the design improvement plans. This includes but not limited to property encroachments, access restrictions, potential damage to properties, etc. The Consultant will provide copies of all utility correspondence, public notices, and right of entry letter's for City files.

#### **4.2 Environmental Services**

Consultant shall prepare and distribute all necessary environmental documents to achieve CEQA clearance, consultant shall also prepare all necessary reports, permits, and forms for the completion of the project. The City will be responsible for paying all fees associated with environmental permitting.

#### **4.3 Plans, Specifications, and Estimate**

The Consultant shall prepare complete PS&E documents which include all necessary improvement plans and civil detail in compliance with the City's Standards.

##### **A. Design Report**

The Consultant shall provide a preliminary design report (report) to determine the structural capacity of the Smiths Canal Foot Bridge and the most cost-effective alternatives to deter homeless camping along the bank and illegal dumping into the canal.

The Consultant shall recommend a number of fence replacement alternatives to deter homeless camping. The recommendation of the replacement measures shall be as specific as possible and include product names, etc. Any replacement measures recommended shall include references and examples of where the proposed fence was utilized. Consultant shall conclude with a preferred, final recommendation.

Costs for all recommended rehabilitation measures/alternatives shall be included in the Report. Costs shall include all engineering, design, construction, permit acquisition, environmental mitigation measures (if necessary), etc. to completely carry out the recommended measure/alternative replacement of the fence.

The Consultant shall provide two (2) hard-copies and one (1) electronic version (pdf) and the Draft Report and incorporate comments upon review by the City. The review comments generated by the City shall be itemized and a written response to each comment shall be prepared in a comment matrix. The comment matrix shall be attached as an appendix of the Final Report.

The Consultant shall provide two (2) hard-copies and one (1) electronic version (pdf) of the Final Report.

**B. PS&E**

The Consultant shall prepare complete PS&E documents, which include design improvement plans, traffic control plans, bypassing plans, specifications, and engineer's estimate. The traffic control plans and bypassing plans will be incorporated into the design improvement plans as actual design sheets (technical specifications will be included to specifications). PS&E documents shall be prepared according to City's standards and current CA MUTCD, as appropriate.

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.

The Consultant shall provide one electronic (pdf format) copy, one set of specifications (pdf format), and one engineer's estimate (pdf format) at the 50% and 90% design phases to the City for review and comment. With each stage, the review comments from previous stages 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.

The Consultant shall provide one electronic (pdf format) copy at 100% design stage 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 electronic plan set of reproducible 24"x36"
- Electronic, stamped and signed final specifications (in Word and PDF format)
- Electronic, stamped and signed final cost estimate (in Excel and PDF format)
- Drawing files in AutoCAD and PDF format, specifications in Word format and cost estimate in Excel format on a CD.
- Resident Engineer (RE) file on a CD

The Consultant will provide all correspondence for City files

### **C. Quality Control**

The PS&E shall be subject to quality control reviews before submittal. These reviews will assure conformance to City and Caltrans Standards.

#### **4.4 Public Outreach**

The Consultant will need to identify impacts to all residences and present measures on the design improvement plans. This includes but is not limited to property encroachments, access restrictions, potential damage to property, etc.

#### **4.5 Coordination/Meetings**

At a minimum, the consultant shall attend a project kickoff, design, and a pre-construction meeting. 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 the City as needed to discuss and finalize the design. The Consultant shall provide meeting minutes for all meetings. This does not include investigative and/or field meetings that Consultant will need to conduct to execute the intent of the project.

#### **4.6 Design Support During Construction**

Consultant shall be available and respond to questions concerning the plans, specifications and estimates prior to bid opening and prepare contract addenda and letters of clarification. The Consultant shall provide supplemental project drawings as needed.

The Consultant will provide Engineering Services as required during construction. The following are the minimum services that will need to be in the Scope of Services:

- Attending the pre-construction meeting
- Reviewing shop drawing submittals
- Responding to requests for information (RFIs)
- Preparing clarification sketches
- Performing field observations during construction period, and
- Preparing Record Drawings on mylars based upon Contractor field “as-builts”.

#### **4.7 As-built Drawing**

The Consultant should prepare “as built” drawings upon receipt of red-lines from the contractor. Consultant should produce one complete set of “as built” drawing in AutoCAD changes should be reflected on the electronic copy either by hand or a new printed sheet.

#### **4.8 Preserving and Perpetuating Survey Monuments**

The Consultant shall identify, list, and show existing survey monuments on construction plans. Consultant shall file a Corner Record or Record of Survey with San Joaquin County for monuments within the project limits that have not been previously recorded and submit a copy to the City. 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 Professional Code of the State of California.

### **5.0 PROJECT GENERAL INFORMATION**

#### **5.1 Proposal Submission**

Proposals shall be submitted no later than 3:00 PM on November 18, 2020 to:

THINH PHAN  
CITY OF STOCKTON  
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 “**FENCING ALONG SMITHS CANAL AND FOOT BRIDGE PROJECT**” for the City of Stockton (**PROJECT NO. PW2114**). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal shall be emailed to Miguel Mendoza at [Miguel.mendoza@stocktonca.gov](mailto:Miguel.mendoza@stocktonca.gov), Thinh Phan at [thinh.phan@stocktonca.gov](mailto:thinh.phan@stocktonca.gov) and Adriana Garibay at [adriana.garibay@stocktonca.gov](mailto:adriana.garibay@stocktonca.gov). The electronic submittal should not include the cost proposal.

#### **5.2 Acceptance or Rejection of Proposals**

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 Proposals Questions and Requests for Clarification**

Any questions or requests for clarifications shall be submitted in writing to:

[thinh.phan@stocktonca.gov](mailto:thinh.phan@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:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public>

#### **5.4 Causes 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. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent'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 proponent and the City.
- F. No person, firm, or corporation shall be allowed to make, 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 this section: Section 3.68.120 of the Municipal Code.

#### **5.5 Licensing Requirements & Permits**

Any professional certifications or licenses that may require are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact City of Stockton Business License Customer Services 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 Attachment '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 sub-consultants.

## **6.0 REQUIRED PROPOSAL CONTENT**

The Proposal shall include the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Understanding
- Detailed Workplan
- Examples of Experience with Similar Types of Work
- References and Other Local Agency Project Contacts
- Project Team
- Delivery Schedule
- Cost Proposal (Separate Sealed Envelope)

The body of the technical proposal shall not exceed 25 double-sided pages (8-1/2" x 11") with a minimum font size of 10. Proposer shall submit five (5) bound sets of the proposal and a flash drive which includes a soft copy in PDF format. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 25 double-sided pages, including resumes and the cover letter.

## **6.1 Cover Letter**

Cover 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. Provide a brief summary of your firm's

qualifications and why it should be the one chosen for the task of work that is being requested. Summarize your understanding of requested services. Describe any subconsultant arrangements, services provided and reasons for subcontracting the work. Include any potential conflict of interest.

## **6.2 Table of Contents**

The proposal shall include a table of contents. Please ensure that sections are referenced correctly.

## **6.3 Executive Summary**

The Executive Summary shall include a summary of the Proposal, emphasizing the approach to be taken, including a work plan, schedule, and description of the capabilities of the Consultant and subconsultants. The summary should convey the understanding of the purpose of the project and the services required for performance

## **6.4 Project Understanding**

Please describe your understanding of the needs of the Fencing Along Smith Canal and Foot Bridge, Project No. PW2114.

## **6.5 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.

Consultant shall provide samples of identical work done for other outside public agencies within the last three years.

Please provide five (5) bonded hard copies dual pages and a soft copy of your proposal. Proposal costs must be placed in a sealed envelope submitted with the proposal.

## **6.6 Examples of Experience with Similar Type of Work**

The proposer shall provide recent, similar examples of work done for other local agencies.

## **6.7 References**

Provide three (3) client references from outside local agencies. This shall include the Project Manager's name, local agency name, contact information (phone & email address), and description of related work that was provided to the client and how it is similar to the requests of this RFP.

## **6.8 Project Team**

Describe your team organization, including the qualifications of the assigned surveying staff. 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 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.

## **6.9 Delivery Schedule**

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

A delivery schedule shall be provided with the proposal highlighting the tasks for each required test and reports.

## **6.10 Cost Proposal**

A cost proposal shall be submitted as part of the overall proposal. 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.

**The cost proposal must be in a sealed envelope separate from the proposal.**

### 6.11 Selection Schedule

<u>Event</u>	<u>Date</u>
Advertise RFP	October 27, 2020
Written Questions submitted by	November 09, 2020
Response to Written Questions	November 13, 2020
Proposals Due	November 19, 2020
Negotiations (Tentative)	December 7, 2020

### 6.12 Proposal Evaluation

The selection committee will evaluate and rank all proposals. Ranking will be in accordance with the attached Evaluation Scoring Worksheet (Exhibit A). 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. Stockton firms are encouraged to propose as Local Preference will also be a factor. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses

### 6.13 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 will commence negotiations 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 City Manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.**

**EXHIBIT A**

**FENCING ALONG SMITH CANAL AND FOOT BRIDGE**

**PROJECT NO. PW2114**

**PROPOSAL EVALUATION SHEET**

CONSULTANT: \_\_\_\_\_

Subconsultants: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>SCORING</b>		
<b><u>Criteria</u></b>	<b><u>Max Points</u></b>	<b><u>Rating</u></b>
Understanding of Work	20	
Experience with similar kinds of work	25	
Qualification of Proposed Team	15	
Project Approach	10	
Delivery Schedule (Must be included with the proposal)	10	
Local Business Preference	5	
Consultant's Cost	15	
<b>Total</b>	100	

Evaluator

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_