CITY OF STOCKTON

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE

SYSTEMIC PEDESTRIAN SAFETY ENHANCEMENTS

PROJECT NO. WT23041
FEDERAL PROJECT NO. HSIPL-5008(209)

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued:	Wednesday, June 26, 2024
Written Questions Due:	Wednesday, July 10, 2024
Date Proposals Due:	Wednesday, July 24, 2024, by 3:00 PM

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified firms to provide professional engineering services to prepare the plans, specifications and estimate for the Systemic Pedestrian Safety Enhancements Project.

The Consultant shall be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM), chapter 10, and demonstrate experience with similar types of projects. The consultant must also be familiar with the requirements of Public Right-of-Way Accessibility Guidelines (PROWAG) and State's Pedestrian Accessibility Guidelines number DIB 82-06.

2.0 BACKGROUND

The City of Stockton was ranked poorly nationally, for pedestrian-involved collisions. Smart Growth America's Dangerous by Design 2022 ranked the top 100 cities nationally with the highest number of pedestrian fatalities in which Stockton ranked #9. This prompted the City to apply for and secure Federal funds through the Highway Safety Improvement Program (HSIP) Cycle 11 grant process.

The agency recognized the need to aggressively focus on enhancing pedestrian safety. The Systemic Safety Analysis Report and Local Roadway Safety Plan completed by the City in 2021, provides information and direction on strategies and treatments most likely to improve roadway safety performance within the City. This report also identified the Hammer Lane at Lorraine Avenue and the Wilson Way at Acacia Street intersections as priority intersections. These locations had high rates of pedestrian and bicyclist-involved crashes. The Wilson Way at Park Street exhibits a high number of non-motorized collisions, including a fatality. Wilson Way and Acacia Street intersection is part of the larger Wilson Way and Waterloo Road intersection complex along with the Wilson Way and Poplar Street intersection. These three intersections are located within a 0.15-mile segment of Wilson Way.

To reduce pedestrian and bicycle involved crashed, this project will provide countermeasures and roadways safety enhancements for all users at these three project intersections, Lorraine Avenue and Hammer Lane, Wilson Way and Park Street, and Wilson Way and Waterloo Road. This project directly responds to the need to reduce collisions and enhance roadway safety for all users within the project vicinity, as intended in the Systemic Safety Analysis Report and Local Roadway Safety Plan

3.0 PROJECT DESCRIPTION

The proposed project will provide systemic roadway safety enhancements for all users at the intersections of Lorraine Avenue and Hammer Lane, Wilson Way and Park Street, and Wilson Way and Waterloo Road. The project will install a leading pedestrian interval, high visibility crosswalks, left-turn phasing, curb extensions, raised medians, curb ramps, and left turn lanes. Improvements include but are not limited to:

- **Lorraine Avenue and Hammer Lane –** Provide protected left turn phase on Lorraine Avenue approaches. Modify signal timing and phasing to implement a leading pedestrian interval. Upgrade signal heads. Install high visibility crosswalks at the existing crosswalks. Pavement improvements within the striped crosswalks.

- **Wilson Way and Park Street –** Construct bulb-outs, new driveway, and ADA compliant curb ramps. Upgrade drainage inlet. Install high visibility crosswalk at the existing crosswalks. Modify signal timing and phasing to implement a leading pedestrian interval. Upgrade signal heads.

- **Wilson Way and Waterloo Road** Conduct corner sight distance analysis to establish no parking zone on Wilson Way. Upgrade existing ramps to ADA compliant curb ramps. Construct raised medians. Install high visibility crosswalk at the existing crosswalks. Provide protected left turn phase on Wilson Way approaches. Add a left turn lane on the northbound leg of the Wilson Way and Poplar Street intersection. Modify signal timing and phasing to implement a leading pedestrian interval. Upgrade signal heads.

Additionally, existing pavement conditions within the project vicinity will need to be assessed and treatments recommended, as needed where pavement is deteriorating, especially within the crosswalks.

See **Project Location and Improvement Maps (Attachment A)** for approximate locations and details of project improvements.

4.0 SCOPE OF WORK

The Consultant shall provide preliminary and final engineering services leading to the completion of plans, specifications, and estimates for construction of the desired improvements. Consultant shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this Request for Proposal (RFP), field visit of project sites, and other information. Consultant is encouraged to include items that are felt necessary for this project within the intent of the grant application.

The Consultant shall be knowledgeable with the Highway Safety Improvement Program and familiar with the project process as administered by Caltrans. This includes but is not limited to environmental clearance and certification, right of way, request for funding allocation, project coordination, and before-after project data assessment.

The Consultant will provide project management, coordination, and preparations of all required construction documents and deliverables. Deliverables are as identified in this RFP and within subsections of this Scope of Work. The consultant shall perform a before and after study. Please refer to Caltrans local HSIP guidelines (Section 9.13-Program Evaluation, https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g09.pdf)

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

4.1 Background Research

The Consultant shall conduct a field reconnaissance of the project areas, research and review existing topographic mapping, right-of-way maps, “as-built” plans, record maps, surveys, assessor maps, improvement plans, review and verify the location and type of existing improvements, equipment, bus zone locations, intersection geometrics, posted speed limit signs, on-street parking, bus route movements, and other characteristics for the project.

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 pothole existing utilities to verify their locations/elevations. The plans shall illustrate existing structures, as well as rim and invert elevations for all underground and above ground utilities that conflict with or will be directly affected by the project improvements.

The Consultant shall also conduct a parking study along Wilson Way within the vicinity of the Wilson Way, Waterloo Road, and Poplar Street intersection where red curb paint and /or no parking signs will be installed based on sight distance and provide recommendations for on-street parking restrictions.

The Consultant shall also conduct a pavement condition assessment within the vicinity of the project and propose surface preparations and treatment.

4.2 Utility Coordination

The Consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. The Consultant will be present at all necessary meetings with each utility owner. The Consultant will be responsible for, but not limited to, the following:

- Prepare a project limits map and request utility information from each utility owner within the area of work.

- Prepare Utility Letter “A” during preliminary design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Information on existing utilities obtained as a result of the “A” letter will be transferred to base maps in both plan and profile view. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

- Prepare Utility Letter “B” during 60% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 60% plans will be provided to each utility owner as an attachment to the letter. The letter will request that utility owners verify any utility conflicts with proposed improvements and indicate whether any

future utilities are proposed in the area that may require accommodation through the improved area. Information on existing utilities obtained as a result of the "B" letter will be used to determine potential utility conflicts and to resolve the conflicts identified. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

- Prepare Utility Letter "C" during 100% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 100% plans will be provided to each utility owner as an attachment to the letter. The letter will indicate to the utility owners whether any changes have been made to the project plans since the Utility Letter "B" and will request written confirmation of utility relocations and utility relocation schedule. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

- Consultant shall meet with utility companies as needed to ensure that conflicts are identified, and relocations performed if necessary.

- A potholing for utilities task shall be included.

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

The Consultant shall prepare and complete PS&E documents, which include design improvement plans for demolition, grading, striping, electrical, drainage, paving, staging, erosion control, traffic control, and other civil details as well as technical specifications, and engineer's estimate. The Consultant shall prepare a base map showing existing information to facilitate the design of all the necessary improvements in accordance with the City of Stockton Standard Plans and Specifications, current Caltrans Standard Specifications, and current 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 within the project area. The project shall use the existing curb-to-curb width. The Consultant shall conform the design to comply with Americans with Disabilities Act (ADA). If dual accessible ramps cannot be installed for this project, the Consultant shall prepare an internal memo for the project file and provide justifications. On the plans, all construction improvements such as; sawcut areas, pavement improvements, sidewalk repairs, and ADA ramps must be shown by station offsets, grades, and elevations.

DELIVERABLES: The Consultant shall provide PS&E documents to the City for review at 30%, 60%, 90%, and 100% completion stage. The Consultant shall

provide one set of full size, 24”x36” plans (PDF), one set of specifications (PDF, Word) and the engineer’s estimate (PDF/Excel) at each design stage. The Consultant shall utilize Bluebeam software for the PDF submittals. With each stage of review, the Consultant shall review and incorporate comments, create a comment matrix to track all comments, and provide a signed Quality Control Checklist**.** Any comments not incorporated into the submittals shall be tracked and justification provided in the comment matrix. The Consultant shall submit a comment response matrix from the previous submittal with the proceeding PS&E submittal at each design stage. The Consultant shall provide the City electronic copies of the PS&E after the 100% comments have been incorporated as a final check prior to plotting the plans on mylars.

The Consultant will provide all correspondence and work products for City files.

4.3.1 30% Conceptual Layout

At a minimum the 30% design should include a basic geometric configuration of roadway striping layouts, curb alignments at round corner improvements, and typical cross sections. Consultant to consider turning motions of Stockton Unified School District, Stockton Fire Department, San Joaquin Regional Transit District, and Stockton Waste Management vehicles, as well as semitrucks with trailers when designing the project.

4.3.2 60% PS&E

At a minimum the design should be developed to adequately identify locations of utilities, right-of-way, geometric features, and other design elements. Project estimates and specifications shall be included at this stage.

4.3.3 90% PS&E

The review comments from the 65% submittal shall be itemized and a written response to the comments shall be prepared in a comment matrix. The original red-line mark-up from the City shall be returned with the succeeding submittal. As applicable, any signal timing worksheets must be submitted for review.

4.3.4 100% PS&E

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. The Consultant will provide the necessary final PS&E documents in a bid-ready form. Project files and the Project Engineer/Resident Engineer file will also be submitted with the Final PS&E.

4.3.5 Quality Control

The PS&E shall be subject to quality control reviews before submittal. These reviews will ensure conformance to City and Caltrans Standards, as well as minimize typographical omissions. **The Consultant will provide a signed Quality Control Checklist at the time of each deliverable submittal.**

4.3.6 Project Data Assessment

Conduct before and after assessment of project as required by Caltrans after project completion. Provide a summary report to be submitted to Caltrans.

4.4 Public Outreach

Public outreach is not required for this project; however, the consultant must fulfill the PES requirement with regard to parking restrictions that may include preparing and providing a Community Impact Assessment (CIA) and notifying the community within the project limits.

Coordination/Meetings

The Consultant shall attend a design kick-off meeting and other subsequent meetings with the City (in-person or virtual), 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. On-going project status meetings will be held in order to adhere to the project schedule. These meetings will coincide with section 4.3 and as mutually determined by the project manager and Consultant.

DELIVERABLE: The Consultant shall prepare and provide a comprehensive work 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 duration of the PS&E phase of the project. An updated project schedule shall be submitted after each submittal review.

4.5 Design Support During Construction

As part of the proposal, Consultant shall include bid support services that consist of assisting the City in addressing inquiries submitted during bidding and design support during construction phase of the project.

Consultant shall include services for design support during construction which include responding to RFIs, submittal reviews and approvals, altering project plans to address any design changes necessary during construction or inconsistencies

(at no additional cost to the City), assist City staff in reviewing Contract Change Orders, attend construction and field meetings if necessary, assist the City Inspector with specific design-related issues during construction and any needed consultation with the construction contractor and/or the City Project Manager/Resident Engineer throughout construction.

4.6 As-built Drawings

The Consultant should prepare as built drawings upon receipt of red lines from the contractor. The Consultant shall provide electronic copies of the As-built sheets. 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 been constructed. Electronic files of the As-built drawings (PDF format) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built Mylars. Changes should be reflected on the mylars either by hand or on a new printed sheet.

4.7 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 Professionals Code of the State of California. The Consultant shall sign the Acknowledgement of Monument Preservation form. See **Attachment B.**

4.8 Rights of Entry

Consultant shall assist the City in obtaining rights of entry documentation from property owners where work is required on their property. Consultant shall prepare letters to send property owners and any exhibits needed to adequately portray the work to be done. The City will mail the letters with any exhibits and a right of entry form. These documents are meant for minor conform work that is needed to conform the adjacent properties to the final project.

4.9 Environmental Services

The Consultant shall obtain CEQA and NEPA environmental clearance for the project. The Consultant shall determine environmental requirements that apply to this project. prepare and submit all environmental documents/reports.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on Wednesday, July 24, 2024, to:

SAID BILAL HOUSEYNI
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 "**Systemic Pedestrian Safety Enhancements"** for the City of Stockton (**Project No. WT23041 / HSIPL-5008(209)**). 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 excluding cost should be mailed to Nguyet Pham at Nguyet.Pham@stocktonca.gov and Said Bilal Houseyni at Said.Houseyni@stocktonca.gov.

This electronic submittal shall **not** include the cost proposal.

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 the 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:

Said.Houseyni@stocktonca.gov

Parviz.Chitsazan@stocktonca.gov

Cc: Dawn.Clement@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 BidFlash 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.stocktonca.gov/pwbid

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 disqualifications/rejection of proposer's proposal and considered nonresponsive.

D 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. No person, firm, or corporation shall be allowed to make or 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

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 C**, 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 14%.**

Proposers are requested to submit Caltrans form 10-O1 with their proposals. See **Attachment C**, Instructions to Proposers for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Nguyet Pham, DBE Compliance Officer, at (209) 937-8175.

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 F**, Federal Aid Consultant Contract Provisions for copies of currently required forms. Forms can also be found on Caltrans website

https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms

5.9 Department of Industrial Relations

Please refer to **Attachment C**, 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
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost proposal (separate sealed envelope)

The body of the technical proposal shall not exceed twenty-five (25) pages (8 ½" x 11") with a minimum font size of 10. Proposer shall submit five (5) bound sets of the proposal, one (1) unbound proposal, and an electronic pdf copy of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than thirty-five (35) pages, including resumes and the cover letter.

Late submittals or submittals of additional information after the due date will **not** be accepted.

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.
- 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 Systemic Pedestrian Safety project, WT23041.

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 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

Prepare and submit a schedule describing the time required to complete each task in the scope. The schedule shall include construction activities. 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 program. The schedule shall be provided in Microsoft Project. The schedule shall be updated periodically.

The selected Consultant shall be expected to begin work within two weeks of contract signing and complete the final design by **Summer 2025**.

6.10 Cost Proposal

Proposer shall submit a cost proposal **in a spreadsheet identifying** all key members, their name, title, hours per task, hourly rate, direct labor, overhead, and percentage of work by task, **including subconsultants**. Include total fees for all costs to complete all the tasks. Proposers shall refer to **Attachment E – Sample Cost Proposals** to provide the cost proposal **in the sealed cost envelope.**

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

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below:

Event	Date
Post Request for Proposals	June 26, 2024
Written Questions submitted by	July 10, 2024
Response to Written Questions	July 17, 2024
Proposals Due	July 24, 2024
Negotiations	Week of August 12, 2024
City Council Approval	November 2024

7.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualifications-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (**Attachment D**).

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 highest-ranked firm and proceed with the second-ranked firm, and so on. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant. Once negotiations with the highest-ranked Consultant is completed and the Contract is awarded, the unopened sealed cost proposals will be mailed back to the other Consultants.

The selected Consultant will enter into a Professional Services Contract with the City. Proposers should direct their attention to **Attachment C**, 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. Therefore, submitted proposals from all proposers are not subject to public review until Council approval of contract.

Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Project Location and Improvement Maps

Attachment B – Acknowledgement of Monument Preservation

Attachment C – Instructions to Proposers

Attachment D – Consultant Evaluation Sheet

Attachment E – Sample Cost Proposal

Attachment F – Federal Aid Consultant Contract Provisions