

**REQUEST FOR SCOPE OF WORK (SOW) AND COST PROPOSAL (CP)
TO CONDUCT FINAL DESIGN SERVICES
FOR THE RAIL BRIDGE AND RAIL IMPROVEMENTS PROJECT
FOR THE
PORT OF STOCKTON
STOCKTON, CALIFORNIA**

February 2, 2022

The Port of Stockton is seeking submittal of SOW and CP for professional engineering services for the completion of final design for construction of the PORT OF STOCKTON RAIL BRIDGE AND RAIL IMPROVEMENTS.

Requested services include:

- Design level surveys and right of way verification
- Geotechnical Studies
- Hydraulics and Hydrology Studies
- Acquisition of Required Permits
- Coordination with External Agencies
- Coordination of Utilities
- Project schedule
- Final Design including Construction Drawings, Special Provisions and Cost Estimates
- Other Services Necessary to Advance the Project to the Bid Stage including all permits
- Other services deemed necessary to complete this project, to include services during construction

Environmental clearance, right-of-way acquisition, and inspection are not part of this request for submittal. The following documents are attached to provide background information:

- Rail Bridge and Rail Improvements- Preliminary Plans
- Project Report (Equivalent)

Portions of this project are being funded with the State of California SB1 Trade Corridor Enhancement Program (TCEP) Funds and must follow guidance from the California Transportation Commission, and other agency requirements, as applicable. The required engineering services shall be performed in general accordance with UP/BNSF Grade Separation Guidelines, AREMA, Caltrans, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) Standards as interpreted by the Port of Stockton. In accordance with Port of Stockton procurement procedures, disadvantaged business enterprise (DBE/UDBE) including qualified small minority and woman-owned firms are encouraged to participate in the completion of the work covered by this request.

PROJECT OVERVIEW

The proposed project includes multiple locations:

- a. Rail Bridge – Connecting East and West Complexes
- b. Lead Track Improvements – BNSF right of way adjacent to West Scotts Avenue at the intersection with Garfield Avenue, continuing west past South Fresno Avenue
- c. Port Yard Improvements, East Complex – Adjacent to Port Road A
- d. Port Yard Improvements, West Complex – Between Fyffe Avenue and McCloy Avenue

The Port anticipates that the prime consultant will be an engineering firm with appropriate expertise in the design of such structures and preparation of contract documents per UP, BNSF, Caltrans, FHWA and other involved agencies requirements.

SCOPE OF WORK

The respondents are to provide a full and complete scope of work including, but not limited to, the project as described above.

PROJECT SCHEDULE

The project schedule shown below assumes the successful firm will begin in March 2022.

Milestone	Delivery Date (Month, Year)
Begin environmental	07/2020
Circulate draft environmental document	04/2021
Project Approval & Environmental Document	09/2021
Complete Project PS&E	11/2023 ^a
Right of way certification	05/2024
Ready to list	11/2023
Award Construction Contract	06/2024
Contract acceptance/End Construction	06/2027
End project	06/2028

^a PS&E completion date assumes PS&E start of 03/22. Delays to start date will extend PS&E schedule.

CONTRACT TIME

The consultant shall provide services from March 2022 through the end of construction, June 2027.

DEPARTMENT OF HOMELAND SECURITY REQUIREMENTS: TWIC

All service provider and contractor personnel who will at any time be present on the project site must obtain a Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration. Service provider will be responsible for processing and costs associated with obtaining the TWIC.

The Transportation Worker Identification Credential, also known as TWIC[®], is required by the Maritime Transportation Security Act for workers who need access to secure areas of the nation's maritime facilities and vessels. TSA conducts a background check to determine a person's eligibility and issues the credential.

How to Apply:

- Complete the online application at: <https://universalenroll.dhs.gov/workflows?servicecode=111111&service=pre-enroll> or you can complete the entire process in person at an application center.
- Schedule an appointment online at <https://www.tsa.gov/for-industry/twic> or call (855) 347-8371 weekdays, 8 a.m. to 10 p.m. ET. Walk-ins are welcome but appointments take priority.
- Visit a TWIC application center to:
 1. Provide required documentation, be fingerprinted and take a facial photo.
 2. Pay \$125.25 non-refundable fee valid for five years with a credit card, money order, company check or certified/cashier's check.
 3. You can have your card mailed to your home address or you can pick it up at the application center.

Local TWIC Office has MOVED to:

17A West Fyffe Avenue
Stockton, CA 95203-4915
Adjacent to Port of Stockton West Complex entrance

Hours: Monday - Friday: 7:30 AM - 11:30 AM & 12:00 PM - 4:00 PM

Universal Enrollment Services (UES) Call Center: (855) 347-8371 between 8 AM and 10 PM ET, Monday through Friday, press '2' for TWIC

Information above also available at the following link:
<https://www.tsa.gov/for-industry/twic>

SUBMITTAL FORMAT

The electronically submitted proposal shall not exceed twenty (20) pages excluding cover sheet, table of contents, and required attachments. The Submittal shall include the following as a minimum:

1. Transmittal letter.
2. Project Understanding - Provide a detailed discussion of the project including a description of the proposed work plan to complete the required final design services. Include a discussion of deliverables and project milestones, and a schedule through end of construction anticipated for June 2027. Describe key decision points and methods proposed to assist the Port in completing final design efforts in accordance with the timeframe noted previously. Consultants are encouraged to explain, in detail, their understanding of the scope of work and to identify any supplemental tasks deemed necessary that may enhance the project or reduce the costs.
3. Project Team - Include table of organization for the project showing the proposed principal-in-charge, project manager, and key project staff including sub-consultants that will be assigned to the project.
4. Cost Proposal (CP) – To be submitted as a separate attachment from SOW titled ‘Cost Proposal,’ include a detailed fee estimate with the total number of hours and billing rates to be charged by typical professional and support personnel to be assigned to this project. Provide an estimate of expenses, subcontract costs, and the not-to-exceed fee to provide all services in the consultant’s scope of work. **Points will not be awarded toward the consultant selection on the not-to-exceed fee.**

The cost proposal will be used as a basis for negotiation of a professional services agreement with the highest ranked firm. If an agreement is not completed with a firm, the next highest ranked firm will be given the opportunity to negotiate an agreement.

QUESTION & ANSWER PERIOD

Questions concerning the project and proposal requirements shall be emailed to Janice Dias at the following address: jdias@stocktonport.com by 5:00 PM PST Friday, February 18, 2022.

Responses to questions will be distributed to firms via email by 5:00 PM PST Friday, February 25, 2022.

SOW/CP SUBMITTAL

Consultant’s SOW and CP shall be submitted electronically via email to jdias@stocktonport.com. SOW and CP shall be submitted by **5:00 PM PST, Wednesday, March 16, 2022**. The CP shall be submitted as a separate attachment from the SOW titled ‘Cost Proposal.’

The submittals shall be signed by an official authorized to bind the firm, and shall contain a statement to the effect that the proposal is valid for one hundred twenty (120) days. Submittals received incomplete or late, for any reason, will not be accepted.

SELECTION PROCESS AND PROPOSAL EVALUATION PROCEDURES

The selection will be made using the one-step SOW / Final Selection (FS) process. Port staff will comprise the selection committee. Submittals will be evaluated based upon the following criteria:

EVALUATION CRITERIA	POINT VALUE
Project understanding and the ability to deliver the requested services within the proposed schedule	40
Record of performance on similar projects	10
Quality and availability of PM and key staff	20
Familiarity with relevant local, state, and federal agency procedures to support the project’s successful delivery	20
Demonstrated DBE/UDBE intent	10
MAXIMUM POINTS POSSIBLE	100

Responsiveness of Submittals. All submittals must be fully responsive to this request. Non-responsive submittals or submittals found to be irregular or not in conformance with the requirements and instructions contained herein will not be considered or evaluated. Other conditions that may lead to the selection committee’s decision not to evaluate a submittal include obvious lack of experience, expertise or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The Port reserves the right to reject any and all submittals for any reason whatsoever.

Waivers. The Port may waive informalities or irregularities in submittals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other submittals.

Final Selection. Following the initial review and screening of all submittals, two or more firms may be invited to participate in the final selection process, which may include participation in an oral interview. The Port requests that consultants make themselves available if asked to participate in an interview.

Fee Negotiation. Following the interview process, the selection committee will commence fee negotiations with the top ranked firm. The goal of negotiation is to agree on a final contract that delivers to the Port the services and products required at a fair and reasonable cost. If the Port fails to reach an agreement with the top-ranked consultant, a new negotiation will commence with the next highest ranked consultant. If the new negotiation fails, the process is repeated until a contract is negotiated successfully. Upon successful negotiation of a contract, staff will

make a recommendation of award to the Port of Stockton Board of Commissioners, which will make the final decision.

PROFESSIONAL SERVICES AGREEMENT

The firm selected to produce and execute the recommended scope of services in this RFP will be required to execute a Professional Services Agreement with the Port. See sample agreement attached as Exhibit A.

COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the Port to pay any costs incurred by any individual, firm, partnership or corporation in the submission of the proposals or to make necessary studies or designs for the preparation thereof, or to procure or contract for any articles or services.

INSURANCE REQUIREMENTS

See Exhibit B for insurance requirements.

EXHIBITS & ATTACHMENTS

- Exhibit A: **Sample Professional Services Agreement**
- Exhibit B: **Insurance requirements**
- Attachment: **Project Report (Equivalent)**
- Attachment: **Preliminary Plans**