

CITY OF MANTECA

Request for Proposals (RFP)

for

Professional Engineering Design & Environmental Services

for the

Safe Routes to School Pedestrian Safety Improvement Project

CIP 23006



Issued: November 30, 2023

Due: January 15, 2024

Request For Proposal
Safe Routes to School Pedestrian Safety Improvement Project

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Request For Proposal
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I. INTRODUCTION

The City of Manteca (City) is soliciting proposals from qualified firms for professional engineering design and environmental services for the Safe Routes to School Pedestrian Safety Improvement Project CIP 23006.

Selection will be based on qualifications only. The City will negotiate with the highest ranked firm for final scope and fee.

II. PROJECT AND SERVICES DESCRIPTION

A. PROJECT DESCRIPTION

The Safe Routes to School Pedestrian Safety Improvement Project CIP 23006 (Project) is located in close proximity to four (4) elementary and two (2) high schools. These schools have a combined enrollment of approximately 6,050 students. It is estimated that over 150 students reside along the routes proposed for safety improvements.

The existing land uses surrounding the school sites consist primarily of single-family residential uses. However, certain schools are located in close proximity to neighborhood commercial uses. Nonmotorized access to the school sites is primarily via residential streets. The City's Tidewater Bikeway is located near the south side of Manteca High School. The Project offers direct connectivity to Manteca Transit Center and to the high school site as well.

The awarded Measure K project is summarized as follows:
Installation and/or replacement of sidewalks, curb and gutter, curb ramps to meet ADA compliance, mid-block crossings with refuge islands, crosswalk striping, and drainage modifications. Refer to **Appendix A** for conceptual exhibits showing proposed safety improvements. Appendix A includes six conceptual exhibits. Each exhibit introduces the proposed safety improvements near a school site, and each exhibit has an associated table describing the work that will be designed by the consultant and the work that will be designed by City forces.

This is a locally-funded project using Measure K funds. As such, the project scope must be reviewed to ensure compliance with the California Environmental Quality Act.

III. PROJECT STATUS

A. FUNDING

\$ 1,500,000 in Measure K Funding has been secured to pay for engineering design, environmental services, construction, construction management, and construction support.

IV. SCOPE OF SERVICES

The following summary of the scope of services is not inclusive and is only intended to be used as an indication of the minimum services to be provided. It is the City's expectation that the Consultant shall include in their proposal all work necessary for the completion of the Project, and no future amendments to a contract would be required.

Task 1.0 – Project Management

The Consultant shall provide overall Project management for the Project.

Task 1.1 – Project Management

Consultant shall furnish a Project Manager to coordinate all Consultant operations with City, including but not limited to, tracking progress of the work and administering subcontracts. Consultant's Project Manager shall provide overall Project management, coordination, and supervision of Project staff to facilitate the performance of the work in accordance with the standards and requirements of the City, Caltrans, and other applicable agencies. Consultant's Project Manager shall prepare and submit monthly Project progress reports to City's Project Manager.

Note: Task 1.1 shall be divided as follow:

- **Task 1.1.1** - includes scope of service shown under Task 1.1 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 1.1.2** - includes scope of service shown under Task 1.1 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 1.2 – Coordination and Meetings

Consultant's Project Manager shall conduct regular meetings with City, and shall conduct meetings and oversee coordination with other stakeholders, including Caltrans, City, and other agencies, in Project Development Team (PDT) meetings or technical workshops and focused meetings as necessary. The Consultant shall attend and organize a project kick-off meeting to discuss goals, objectives, tasks, timelines, the City's expectations and grant requirements. The Project kick-off meeting shall outline the plan for completing all tasks. Consultant's Project Manager will be responsible for preparation of agendas and meeting minutes, communication and distribution of Project records and information, and responses to all internal requests for information about the Project.

Note: Task 1.2 shall be divided as follow:

- **Task 1.2.1** - includes scope of service shown under Task 1.2 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 1.2.2** - includes scope of service shown under Task 1.2 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

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Task 1.3 – Administration

The Consultant's Project Manager shall prepare and update the Project schedule on a monthly basis or as needed. Project schedule shall be logical, complete, and shall consider City peer reviews. The Consultant's Project Manager shall provide regular reporting on the project status, including, but not limited to, schedule, contract budget, general progress on project tasks, and project issues and concerns and procedures.

Note: Task 1.3 shall be divided as follow:

- **Task 1.3.1** - includes scope of service shown under Task 1.3 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 1.3.2** - includes scope of service shown under Task 1.3 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 1.4 – Public Outreach

The Consultant shall provide the necessary public outreach to residences, businesses and other stakeholders during the design and construction phases of the project. The intent is to notify the public during the design and construction of the project, and make reasonable changes to the project to minimize the impact of the project.

Note: Task 1.4 shall be divided as follow:

- **Task 1.4.1** - includes scope of service shown under Task 1.4 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 1.4.2** - includes scope of service shown under Task 1.4 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 1 Deliverables:

- *Monthly Progress Reports (see Appendix B for Engineering Department - Invoicing Requirements Template)*
- *PDT meeting notices, agendas, handouts/exhibits, and minutes*
- *Project Schedule and revisions as changes are made*
- *Project Master Files*
- *Public notification letters*

Task 2.0 – Environmental Studies

The consultants shall perform all technical studies necessary to comply with all CEQA clearance requirements on the project. The Consultant will be responsible for obtaining any right of entry permits required for field work.

Note: Task 2.0 shall be divided as follow:

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- **Task 2.0.1** - includes scope of service shown under Task 2.0 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 2.0.2** - includes scope of service shown under Task 2.0 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 2 Deliverables:

- *Environmental Technical Studies as necessary*

Task 3.0 – Prepare Base Maps & Plan Sheets

Task 3.1 – Surveys

The Consultant shall perform survey control work and engineering surveys necessary to produce the mapping for final design. The Consultant will be responsible for obtaining any right of entry permits required for field survey work.

Note: Task 3.1 shall be divided as follow:

- **Task 3.1.1** - includes scope of service shown under Task 3.1 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 3.1.2** - includes scope of service shown under Task 3.1 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 3.2 – Mapping

The Consultant shall perform the necessary work to establish the project design file and CADD base maps. The Consultant will be responsible for obtaining as-built maps, record of surveys, topographic data, aerial mapping, and maps and plans of major utilities and proposed utilities within the project area.

Note: Task 3.2 shall be divided as follow:

- **Task 3.2.1** - includes scope of service shown under Task 3.2 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 3.2.2** - includes scope of service shown under Task 3.2 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 3 Deliverables:

- *Design Survey and Mapping Data*
- *Base Maps and Plan Sheets*

Task 4.0 – Prepare Draft Plans, Specifications & Estimates (PS&E)

Task 4.1 – 50% Plans

The Consultant shall prepare the Plans, Specifications, & Estimates (PS&E) for the project following the Caltrans Highway Design Manual, 2023 Caltrans Standard Plans, 2023 Caltrans Standard Specifications, and California Manual on Uniform Traffic Control Devices 2014, Revision 7, as appropriate. Preparation of the PS&E set shall include, but not be limited to, the preparation of the following:

Plans: Title Sheet, Layouts, Construction Details, Summary of Quantities, Drainage Plans, Temporary Water Pollution Control Plans, Utilities Plans, Traffic Handling Plans, Sign Plans, Pavement Delineation Plans, and Electrical Plans.
Specifications: City Standard Front-End Specifications, 2023 Caltrans Standard Specifications, Project Special Provisions, & Required Federal Aid Contract Language, as appropriate.
Estimates: Based on Design Quantities and appropriate unit cost estimates per 2023 Caltrans Standard Bid Items.

Preparation of the roadway plans shall be consistent with Caltrans design standards to the greatest extent feasible. The Consultant shall prepare the Specifications and Special Provisions and PS&E Quantities and Estimates for the project following the Caltrans Standard Specifications. Consultant shall perform an internal QA/QC PS&E check and review prior to submittal to City.

Note: Task 4.1 shall be divided as follow:

- **Task 4.1.1** - includes scope of service shown under Task 4.1 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 4.1.2** - includes scope of service shown under Task 4.1 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 4.2 – 95% Plans, Specifications, & Estimates

The Consultant shall prepare the 95% Plans, Specifications, & Estimates (PS&E) for the project addressing City comments on the 50% PS&E.

Consultant shall perform an internal QA/QC PS&E check and review prior to submittal to City.

Note: Task 4.2 shall be divided as follow:

- **Task 4.2.1** - includes scope of service shown under Task 4.2 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 4.2.2** - includes scope of service shown under Task 4.2 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 4.3 – Obtain Required Permits

The Consultant shall perform work to identify and obtain all necessary permits and agreements needed for project construction. The work as part of this task may include discussions with permitting agencies, preparation of the permit and attachments such as maps and other exhibits identify funds necessary for the permit application, and submitting the permit. The Consultant is responsible for identifying and obtaining all permits that are required to complete the project construction. During the design phase, the Consultant is responsible for identifying PG&E service point connections and completing the PG&E application that are required to complete the project construction. Discussions and negotiations with permitting agencies shall only be performed in consultation with the City's Project Manager or designee.

Note: Task 4.3 shall be divided as follow:

- **Task 4.3.1** - includes scope of service shown under Task 4.3 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 4.3.2** - includes scope of service shown under Task 4.3 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 4 Deliverables:

- *50% Plans, Specifications, & Estimates*
- *95% Plans, Specifications, & Estimates*
- *Various Construction Permits, as required*

Task 5.0 – Prepare Final PS&E Package

Task 5.1 – Final PS&E Package

The Consultant shall prepare the Final (Bid Set) Plans, Specifications, & Estimates (PS&E) signed and stamped by a registered Professional Engineer in the State of California for the project addressing City comments on the 95% PS&E.

Note: Task 5.1 shall be divided as follow:

- **Task 5.1.1** - includes scope of service shown under Task 5.1 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 5.1.2** - includes scope of service shown under Task 5.1 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 5.2 – Resident Engineer File and Supplemental Materials

The Consultant shall be responsible for preparing the pending Resident Engineer File and other supplemental PS&E materials, if any.

Note: Task 5.2 shall be divided as follow:

- **Task 5.2.1** - includes scope of service shown under Task 5.2 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 5.2.2** - includes scope of service shown under Task 5.2 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 5 Deliverables:

- *Final (Bid Set) PS&E Package*
- *Pending Resident Engineer File, if any*
- *Supplemental PS&E Materials, if any*

Task 6.0 – Construction Support

Task 6.1 – Bid & Construction Support

The Consultant shall assist the City during the bidding and construction phase of the Project. The Consultant shall prepare questions and answers (Q&A) responses, and prepare addenda as necessary during the bidding phase. The Consultant shall respond to all Contractor Request for Information (RFI) relating to technical clarification, design changes and/or revisions during the construction phase. The Consultant shall also review all Proposed Change Orders for accuracy and reasonableness during the construction phase.

Note: Task 6.1 shall be divided as follow:

- **Task 6.1.1** - includes scope of service shown under Task 6.1 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 6.1.2** - includes scope of service shown under Task 6.1 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 6.2 – Construction Meetings

The Consultant shall be present at the mandatory Pre-Bid meeting. The Consultant shall also be present at the Preconstruction meeting and weekly construction progress meetings, and any other meetings when necessary.

Note: Task 6.2 shall be divided as follow:

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- **Task 6.2.1** - includes scope of service shown under Task 6.2 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 6.2.2** - includes scope of service shown under Task 6.2 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 6.3 – Record Plans

The Consultant shall coordinate with the Construction Engineering firm, and the Contractor to prepare Record Drawings.

Note: Task 6.3 shall be divided as follow:

- **Task 6.3.1** - includes scope of service shown under Task 6.3 for the entire project except for the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).
- **Task 6.3.2** - includes scope of service shown under Task 6.3 for only the proposed sidewalk along Fishback Road between Thomas Street and Wawona Street (see Appendix A - Exhibit 5 of 6).

Task 6 Deliverables:

- *Q&A responses*
- *Addenda as necessary*
- *Respond to RFI's*
- *Review Submittals*
- *Design Changes as necessary*
- *Review of Proposed Change Orders*
- *Record Drawings*

V. MATERIALS FURNISHED BY CITY

All software, data, reports, surveys, drawings, and other documents furnished to the Consultant by City for the Consultant's use in the performance of services shall be made available only for use in performing the assignment and shall remain the property of City. All such materials shall be returned to City upon completion of services, termination of the Agreement, or other such time as City may determine.

VI. CONTRACT TYPE

An “Actual Cost with Not to Exceed Fee” agreement is expected to be issued for the project. Any services provided by the Consultant, which are not specifically covered by the Contract, will not be reimbursed. It is the Consultant’s responsibility to recognize and notify City when services not covered under the Contract have been requested.

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VII. PROPOSAL INSTRUCTIONS

Proposals will be accepted until 5:00 p.m., Pacific Time, on the due date. One (1) hard copy with an electronic copy on flash drive shall be sent to the following:

Beshoy Demyan, PE
Senior Engineer
City of Manteca – Engineering Department
1001 West Center Street, Suite E
Manteca, CA 95337
bdemyan@manteca.gov

The City does not recognize the U.S. Postal Service, or any other organization, as its agent for the purposes of accepting proposals. All proposals received after the deadline may be rejected and returned unopened. No extensions will be granted.

Proposers shall include the following information in their proposals:

A. Cover Letter

Provide the following information:

- A. A statement requesting City to evaluate the submitted proposal based upon the Scope of Services for the Project.
- B. Identification of all proposed sub-consultants including description of the work to be performed by firm and each sub-consultant firm proposed for the project and an estimate of the percentage of work to be performed by each firm.
- C. Indicate the location of the office from which the work will be performed.
- D. Acknowledgement of any and all addenda.
- E. A signed statement by an officer of the firm authorized to bind the consultant contractually attesting that all information in the proposal is true and correct.
- F. A memorandum from a principal from each sub-consultant firm indicating the specific portion of services the sub-consultant will be performing.
- G. Shall contain a statement that proposals are firm offers for a 180 (one hundred eighty) day period.

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B. Contract Termination Circumstances:

- A. Provide a response to the following question: Has your firm ever been terminated from a contract?
- B. If Consultant has been terminated from a contract, describe the facts and circumstances in detail, on a separate sheet.

C. Technical Proposal Content:

A. Qualifications, Related Experience, and References

This section of the proposal should establish the ability of the proposed team to satisfactorily perform the required work by reasons of: experience in performing work of the same or similar nature; demonstrated experience working with local agencies and cities directly involved in this project; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. Specifically:

- i. Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- ii. Provide a general description of the firm's current financial condition; identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the project.
 - 1. Proposers shall include the most recent US Securities and Exchange Commission (SEC) Form 10-K, Form 10-Q or equivalent document that would allow the City to assess the proposers financial condition. The form shall be included in electronic form on the flash drive.
- iii. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and the participation in such work by the key personnel proposed for assignment to this project. Highlight the firm's and key personnel experience with project design.
 - 1. Proposers shall include a sample monthly progress report in the Appendix section of their Proposal.
 - 2. Proposers shall include electronic copies of previous work on the flash drive that the proposer thinks best demonstrates their firm's previous experience as specified in this RFP.
- iv. Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.

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- v. Provide a list of past work by the proposer and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party. A minimum of three (3) references shall be given. Furnish **verified** name, title, address, telephone number of the person(s) at the client organization who is most knowledgeable about the work performed and a brief description of services that have been provided similar to those described by the City for this project. References may also be supplied from other work not cited in this section as related experience.

B. Proposed Staffing and Project Organization

This section of the proposal should establish the method that will be used to manage the project as well as identify key personnel assigned. Specifically:

- i. Provide education, experience and applicable professional credentials of project staff. Identify the person who is a registered Professional Engineer (PE) in the State of California that will approve and stamp the plans and/or reports and include a copy of the license.
- ii. Furnish brief resumes [not more than two (2) pages each] for the proposed Project Manager and other key personnel.
- iii. Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm.
- iv. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including subconsultants.
- v. Include a statement that key personnel will be available to the extent proposed for the duration of the project, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of City.

C. Work Plan

This section of the proposal shall provide a narrative that addresses the Scope of Services and shows understanding of the project needs and requirements. Specifically:

- i. Describe the approach and work plan for completing the tasks specified in the Scope of Services. The work plan shall be of such detail to demonstrate ability to accomplish the project objectives and overall schedule.
- ii. Outline sequentially the activities that would be undertaken in completing the tasks and specify who in the firm would perform them.

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- iii. Furnish a project schedule for each task and subtask in terms of elapsed weeks from the project commencement date.
- iv. Identify methods that will be used to ensure quality control as well as budget and schedule control for the project.
- v. Identify any special issues or problems that are likely to be encountered during this project and how they will be addressed.
- vi. Consultants are encouraged to propose enhancements or procedural or technical innovations to the Scope of Services that do not materially deviate from the objectives or required content of the project.

D. Cost Proposal Content:

The cost proposal shall be submitted in a separate sealed envelope. An electronic copy shall be included as a separate flash drive included with the hard-bound cost proposal sheets in the sealed envelope. The sealed envelope shall be clearly marked with the following:

- Consultant's Name
- Cost Proposal for "Project Name"
- Proposal Due Date

The Consultant's cost proposal shall contain the following:

- i. The fee proposal shall be submitted for the consultant services outlined in the proposed scope of work. The payment for the services provided under this agreement shall be an Actual Cost with Not-To-Exceed Amount. The fee proposal shall be identified for each task of work.
- ii. The consultant shall submit a breakdown of the anticipated cost by task. Indicate the number of staff hours and hourly rates. Include all materials and equipment costs that will be necessary in completing this task.
- iii. Tasks shown in the cost estimate shall be clearly correlated with the tasks in the proposed scope of services, and the work proposed clearly delineated.

The City will then negotiate scope and fee with the top ranked firm. If the City and top ranked firm are not able to come to an agreement, the City will proceed to initiate negotiations with the second ranked firm. The City will then negotiate scope and fee with the second ranked firm, and so forth. At the conclusion of negotiations and award of contract, unopened cost proposals will be returned.

E. Contract Comments:

- A. A sample contract and insurance requirements for Professional Services are included in **Appendix B** and will be the basis for the contract between City and Consultant. Provide a written discussion of any proposed deviations to the sample

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contract. Please note that City reserves the right to disqualify any Consultant that does not provide a complete written discussion of its contractual objections or to disqualify any Consultant based on objections that City considers non-negotiable. City does not anticipate making substantive changes to its Terms and Conditions.

F. Entire Proposal Package:

- A. The Consultant's proposal package is limited to 15 (8 ½" x 11") pages single-sided. Charts and schedules may be included in 11" x 17" format. Proposals shall not include any unnecessarily elaborate or promotional material. Page limit does not include the outside cover, section dividers, cover letters and subconsultant commitment memorandum, resumes, or appendices. Proposals that do not contain the required information or submittals that do not contain the required number of copies may be rejected.

G. Changes:

- A. At any time during the procurement process, if a firm makes any changes to proposed key personnel or sub-consultants; they must notify the City in writing of those proposed changes. The City reserves the right to accept or reject such proposed changes or to revise the evaluation scoring to reflect the proposed staffing changes.

H. Appendices:

Information considered being pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in the appendix section. Consultants are cautioned, however, that this not constitute an invitation to submit large amounts of extraneous materials; appendices should be relevant and brief. Proposers shall include resumes in the Appendix section. The appendix section does not count against the page limit.

VIII. ACCEPTANCE OF PROPOSALS

The City reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. The City reserves the right to withdraw or cancel this RFP at any time without prior notice and the City makes no representation that any contract will be awarded to any firm responding to this RFP. The City reserves the right to re-issue a new RFP for the same or similar services. The City reserves the right to postpone proposal openings for its own convenience. Proposals received by the City are public information and must be made available to any person upon request. Submitted proposals are not to be copyrighted.

IX. CONSULTANT SELECTION

The primary objective of the City is to select a qualified firm to perform necessary services or the City at a fair and reasonable cost. To that end, the City has established the following criteria for the selection process:

A. Rejections

All proposals will be reviewed to determine conformance with the RFP requirements. Any proposal that the City deems incomplete, conditional, or non-responsive to the requirements of the RFP may be rejected. As was stated above; the City reserves the right to reject any and all proposals as well.

B. The selection process shall be fair, open, and competitive.

C. The selection of the consultant firm will be based on clearly stated objectives.

D. Selection of consultants/firms shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services.

E. Selection Criteria

- a. Project Management (25 points). Components of project management that demonstrate capability in management of projects of this scope. Include a sample monthly report. Please include a project schedule that accounts for the Scope of Services.
- b. Project Understanding (25 points). The proposal adequately demonstrates an understanding and experience in preparing similar designs.
- c. Experience (25 points). The firm's expertise and professional qualifications with similar work. Qualifications of the firm and individuals assigned to perform the work.
- d. Project Approach (15 points). Innovative approaches for alternative solutions and recommendations are preferred.
- e. Project schedule (10 points). Thoroughness of the project schedule, ability to complete the project within the selected timeframe.

X. NEGOTIATIONS AND ENGAGEMENT

The final contract and Scope of Services will be negotiated. Consultants are required to include in their proposal any comments relating to the Scope of Services and/or the terms and conditions of the City's sample contract. The City reserves the right to disqualify any firm that does not provide written comments it has relative to the City's terms and conditions. The City does not anticipate making any substantive changes to its terms and conditions.

In the event that contract negotiations with the top-ranked firm are unsuccessful, the City shall proceed to the second-ranked firm to open negotiations, and so on.

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XI. CONFLICT OF INTEREST

The selected Consultant will not be prevented from participating in future projects to the extent that no direct conflict of interest exists at the time. Consultant's responsible for a project's design may not participate in construction management/construction inspection of the project. The determination of a conflict of interest, direct or incidental, shall be at the sole discretion of City.

XII. SCHEDULE FOR CONSULTANT SELECTION

The following is a tentative schedule and is subject to change:

Issue Request for Proposals	November 30, 2023
Deadline to Request Clarifications/Questions	December 29, 2023 5:00 p.m.
Q&A and/or Addenda Publication	January 4, 2024 5:00 p.m.
Proposals (including Cost Proposal) Due Date	January 15, 2024 5:00 p.m.
Evaluation of Proposals	January 15, 2024 (week of)
Select Consultant and Cost Negotiations	January 22, 2024 (week of)
City Council Approval	February 2024
Notice to Proceed	February 2024

Address questions via email to:

Beshoy Demyan, PE
Senior Engineer
bdemyan@manteca.gov

All related questions and answers and any addenda will be published on the City's website:

<https://www.manteca.gov/business/request-for-proposals>

APPENDIX “A”

CONCEPTUAL EXHIBITS

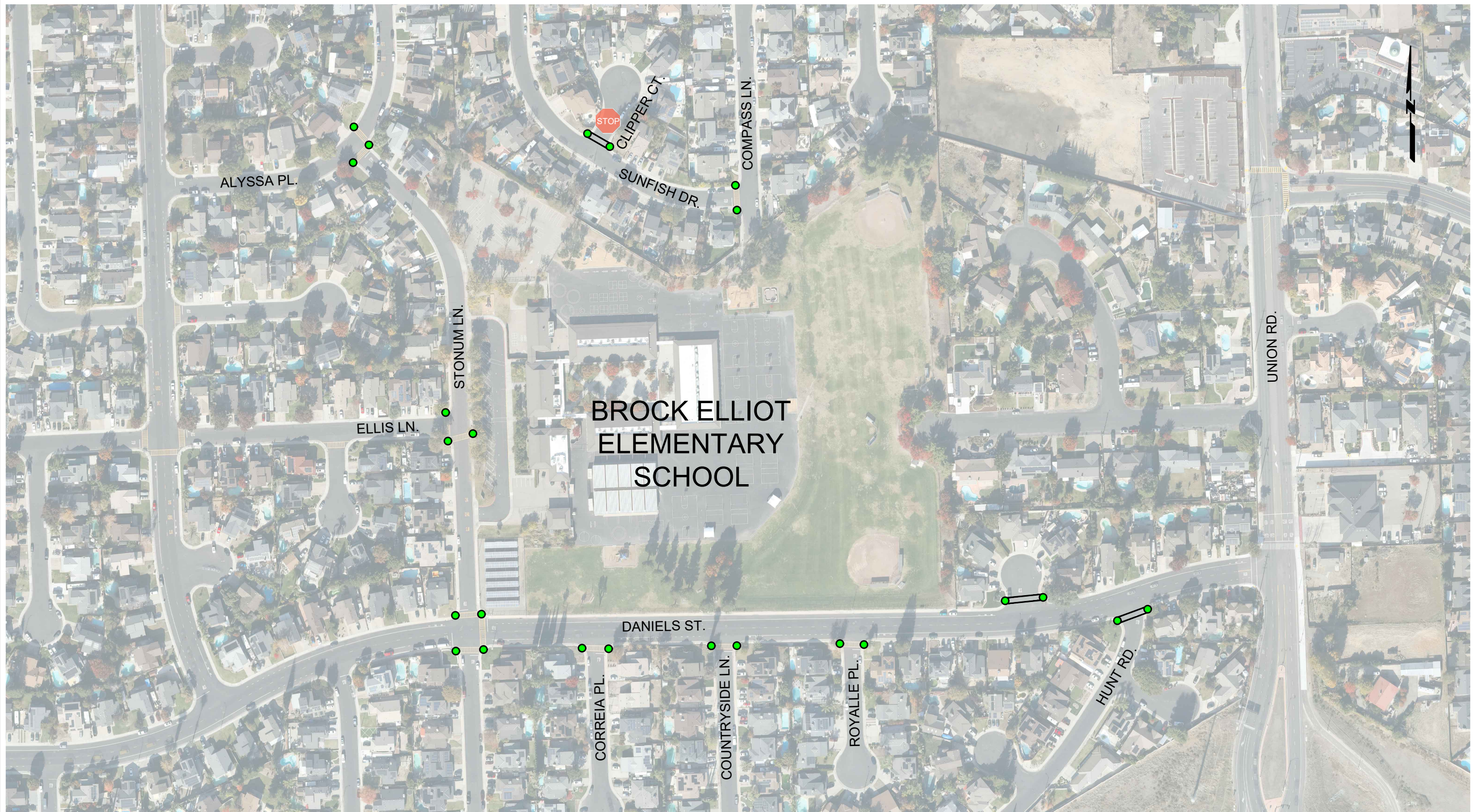
& TABLES

FOR

SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY

IMPROVEMENT PROJECT

CIP 23006



LEGEND:



REPLACE EXISTING CURB RAMP (24)



INSTALL STOP AT INTERSECTION (Stopping Clipper Ct. only)



INSTALL/REFRESH HIGH VISIBILITY CROSSWALK
(ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

NO SCALE

APPROVED SUBJECT TO THE DATA SHOWN.
CITY OF MANTECA AND THE UNDERSIGNED
ARE NOT RESPONSIBLE FOR ERRORS AND
OR OMISSIONS THAT MAY BE PRESENT ON
THESE PLANS.

Note: Refer to Table #1 to differentiate between the work that
will be designed by the consultant part of this RFP and work
designed by City forces.



CITY OF MANTECA
DEPARTMENT OF ENGINEERING
1001 WEST CENTER STREET, MANTECA, CALIFORNIA 95337

SCALE	NO SCALE	TITLE
DESIGNED	BD	
DRAWN	BD & TS	
CHECKED	BD	
DATE	11/27/23	

**BROCK ELLIOT
ELEMENTARY SCHOOL
RFP EXHIBIT**

SHEET
1
OF 6 SHEETS



LEGEND:

-  REPLACE EXISTING CURB RAMP (10)
-  REPLACE EXISTING CURB RAMP AND MODIFY EXISTING SDI (10)
-  ADD NEW CURB RAMP (1)



ADD HIGH-INTENSITY ACTIVATED CROSSWALK BEACON (HAWK) AND STREET LIGHTING. CONSULTANT RESPONSIBLE FOR FINDING PG&E SERVICE POINT AND SUBMITTING PG&E CONNECTION APPLICATION.



INSTALL YIELD SIGN AND YIELD LINE AND APPROPRIATE WARNING AND TRAFFIC SIGNAGE



INSTALL/REFRESH HIGH VISIBILITY CROSSWALK (ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

NO SCALE

APPROVED SUBJECT TO THE DATA SHOWN. CITY OF MANTECA AND THE UNDERSIGNED ARE NOT RESPONSIBLE FOR ERRORS AND OR OMISSIONS THAT MAY BE PRESENT ON THESE PLANS.

Note: Refer to Table #2 to differentiate between the work that will be designed by the consultant part of this RFP and work designed by City forces.



CITY OF MANTECA
DEPARTMENT OF ENGINEERING
1001 WEST CENTER STREET, MANTECA, CALIFORNIA 95337

SCALE	NO SCALE	TITLE
DESIGNED	BD	
DRAWN	BD & TS	
CHECKED	BD	
DATE	11/27/23	

**GOLDEN WEST
ELEMENTARY SCHOOL
RFP EXHIBIT**

SHEET
2
OF 6 SHEETS



LEGEND:

REPLACE EXISTING CURB RAMP (3)

INSTALL RECTANGULAR RAPID FLASHING BEACON (1 SYSTEM)(SOLAR-POWERED)

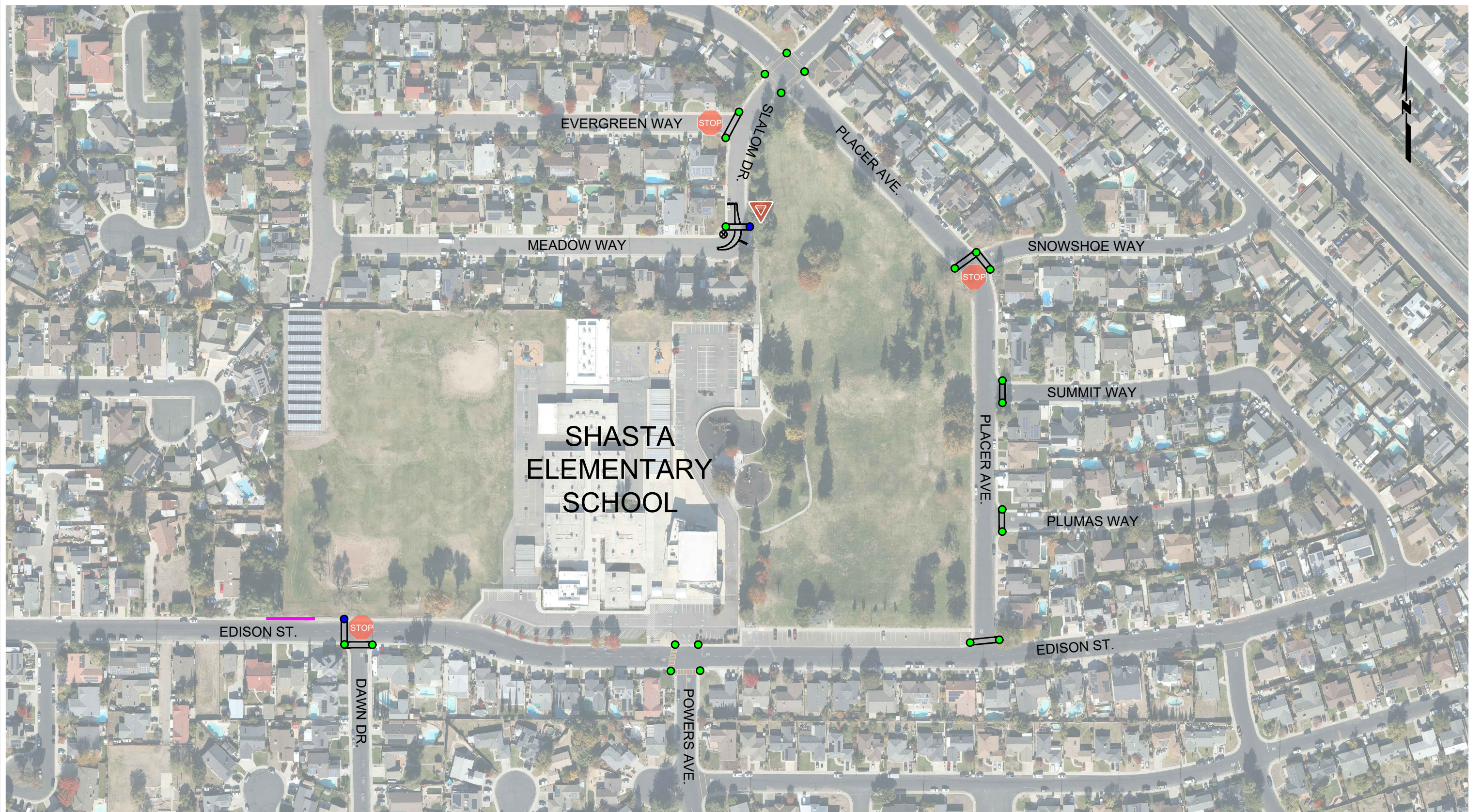
REPLACE EXISTING CURB RAMP AND MODIFY EXISTING SDI (2)

INSTALL/REFRESH HIGH VISIBILITY CROSSWALK (ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

INSTALL YIELD SIGN AND YIELD LINE AND APPROPRIATE WARNING AND TRAFFIC SIGNAGE

INSTALL ALL WAY STOP AT INTERSECTION

NO SCALE



- LEGEND:**
- REPLACE EXISTING CURB RAMP (22)
 - ADD NEW CURB RAMP (2)
 - ⊗ REMOVE OUTDATED EXISTING CURB RAMP (1)

- STOP INSTALL STOP SIGN (SEE TABLE 4 FOR LOCATION)
- == INSTALL/REFRESH HIGH VISIBILITY CROSSWALK (ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

- CONSTRUCT NEW 6' SIDEWALK WITH CURB & GUTTER AND MODIFY/DESIGN DRAINAGE
- ▽ INSTALL YIELD SIGN AND AND YIELD LINE AND APPROPRIATE WARNING AND TRAFFIC SIGNAGE

NO SCALE

APPROVED SUBJECT TO THE DATA SHOWN. CITY OF MANTECA AND THE UNDERSIGNED ARE NOT RESPONSIBLE FOR ERRORS AND OR OMISSIONS THAT MAY BE PRESENT ON THESE PLANS.

Note: Refer to Table #4 to differentiate between the work that will be designed by the consultant part of this RFP and work designed by City forces.



CITY OF MANTECA
DEPARTMENT OF ENGINEERING
1001 WEST CENTER STREET, MANTECA, CALIFORNIA 95337

SCALE	NO SCALE	TITLE
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CHECKED	BD	
DATE	11/27/23	

SHASTA ELEMENTARY SCHOOL
RFP EXHIBIT

SHEET
4
OF 6 SHEETS



Change existing lane configuration on Fishback Rd. (Thomas St. to Tuscany Dr.) to align with new Stop Sign Installation and the receiving lane.

The proposed sidewalk along Fishback Road between Thomas Street and Wawona Street must be presented under a separate Task (See Scope of Services section in the RFP for more details).

LEGEND: REPLACE EXISTING CURB RAMP (31)

ADD NEW CURB RAMP (4)

INSTALL/REFRESH HIGH VISIBILITY CROSSWALK (ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

INSTALL ALL WAY STOP AT INTERSECTION

REMOVE EXISTING THERMOPLASTIC CROSSWALK

CONSTRUCT NEW 6' SIDEWALK WITH CURB & GUTTER AND MODIFY/DESIGN DRAINAGE

INSTALL YIELD SIGN AND YIELD LINE AND APPROPRIATE WARNING AND TRAFFIC SIGNAGE

NO SCALE

APPROVED SUBJECT TO THE DATA SHOWN. CITY OF MANTECA AND THE UNDERSIGNED ARE NOT RESPONSIBLE FOR ERRORS AND OR OMISSIONS THAT MAY BE PRESENT ON THESE PLANS.

Note: Refer to Table #5 to differentiate between the work that will be designed by the consultant part of this RFP and work designed by City forces.



CITY OF MANTECA
DEPARTMENT OF ENGINEERING
1001 WEST CENTER STREET, MANTECA, CALIFORNIA 95337

SCALE	NO SCALE
DESIGNED	BD
DRAWN	BD & TS
CHECKED	BD
DATE	11/27/23

TITLE

SIERRA HIGH SCHOOL
RFP EXHIBIT

SHEET

5

OF

6

SHEETS



LEGEND:



REPLACE EXISTING CURB RAMP (37)



INSTALL ALL WAY STOP AT INTERSECTION



CONSTRUCT NEW 6' SIDEWALK



INSTALL YIELD SIGN AND YIELD LINE AND APPROPRIATE WARNING AND TRAFFIC SIGNAGE



INSTALL/REFRESH HIGH VISIBILITY CROSSWALK
(ladder Type per 2023 CalTrans Standard Plans Sheet A24F)

NO SCALE

APPROVED SUBJECT TO THE DATA SHOWN.
CITY OF MANTECA AND THE UNDERSIGNED
ARE NOT RESPONSIBLE FOR ERRORS AND
OR OMISSIONS THAT MAY BE PRESENT ON
THESE PLANS.

Note: Refer to Table #6 to differentiate between the work that will be designed by the consultant part of this RFP and work designed by City forces.



CITY OF MANTECA
DEPARTMENT OF ENGINEERING
1001 WEST CENTER STREET, MANTECA, CALIFORNIA 95337

SCALE	NO SCALE	TITLE
DESIGNED	BD	
DRAWN	BD & TS	
CHECKED	BD	
DATE	11/27/23	

**STELLA BROCKMAN
ELEMENTARY SCHOOL
RFP EXHIBIT**

SHEET	6
OF 6 SHEETS	

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

BROCK ELLIOT ELEMENTARY SCHOOL

<u>INTERSECTION</u>	<u>Location</u>	<u>IMPROVEMENT TYPE</u>	<u>RFP OR IN-HOUSE</u>
STONUM LN./ALYSSA PL.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
STONUM LN./ELLIS LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
DANIELS ST./STONUM LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	<i>EB</i>	<i>West of Daniels - Advance warning sign</i>	<i>IN-HOUSE</i>
	<i>NB</i>	<i>South of Daniels - Advance warning sign</i>	<i>IN-HOUSE</i>
DANIELS ST./CORREIA PL.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
DANIELS ST./COUNTRYSIDE LN.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
DANIELS ST./ROYALLE PL.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
DANIELS ST./DANIELS CT.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	<i>North Leg</i>	<i>Add new high visibility crosswalk</i>	<i>IN-HOUSE</i>
DANIELS ST./HUNT RD.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	<i>South Leg</i>	<i>Add new high visibility crosswalk</i>	<i>IN-HOUSE</i>
SUNFISH DR./CLIPPER CT.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	<i>SB</i>	<i>Stop Sign Installation (Stopping Clipper Ct. only)</i>	<i>IN-HOUSE</i>
	<i>North Leg</i>	<i>Add new high visibility crosswalk</i>	<i>IN-HOUSE</i>
SUNFISH DR./COMPASS LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	<i>SB</i>	<i>North of Sunfish Dr. - Advance warning sign</i>	<i>IN-HOUSE</i>

TABLE #1: BROCK ELLIOT ELEMENTARY SCHOOL IMPROVEMENT (SEE SHEET 1 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

GOLDEN WEST ELEMENTARY SCHOOL

<u>INTERSECTION</u>	<u>Location</u>	<u>IMPROVEMENT TYPE</u>	<u>RFP OR IN-HOUSE</u>
MAIN ST./JASON ST.	NW	ADD NEW CURB RAMP	RFP
	North Leg	Add new high visibility crosswalk and limit lines	RFP
	NB and SB	Add High-Intensity Activated Crosswalk Beacon (HAWK) and street lighting. Consultant responsible for finding PG&E service point and submitting PG&E connection application.	RFP
EXIT FROM GOLDEN WEST SCHOOL ALONG MAIN ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	EB	Stop Sign Installation	IN-HOUSE
	West Leg	Add new high visibility crosswalk	IN-HOUSE
ENTRANCE TO GOLDEN WEST SCHOOL ALONG MAIN ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
POPLAR AVE./GOLD ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NW	MODIFY EXISTING SDI	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
POPLAR AVE./ORE ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NW	MODIFY EXISTING SDI	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
POPLAR AVE./LODE ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NW	MODIFY EXISTING SDI	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
POPLAR AVE./AMADOR CIR.(N)	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
POPLAR AVE./AMADOR CIR.(S)	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
POPLAR AVE./ARGONAUT ST.(N)	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	NE	MODIFY EXISTING SDI	RFP
POPLAR AVE./ARGONAUT ST.(S)	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	SE	MODIFY EXISTING SDI	RFP
	WB and EB	Yield Limit Line Installation and advance warning sign	IN-HOUSE

TABLE #2: GOLDEN WEST ELEMENTARY SCHOOL IMPROVEMENT (SEE SHEET 2 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

MANTECA HIGH SCHOOL

<u>INTERSECTION</u>	<u>Location</u>	<u>IMPROVEMENT TYPE</u>	<u>RFP OR IN- HOUSE</u>
MOFFAT BLVD./SOUTH LINCOLN AVE.	NE	Add Rectangular Rapid Flashing Beacon	RFP
	SE	Add Rectangular Rapid Flashing Beacon	RFP
	EB and WB	Yield Limit Line Installation and advance warning sign	RFP
MOFFAT BLVD./SHERMAN AVE.	SW	REPLACE EXISTING CURB RAMP	RFP
	EB and WB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
MOFFAT BLVD./GARFIELD AVE.	EB and WB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
GARFIELD AVE./MIKESELL AVE.	NE	REPLACE EXISTING CURB RAMP	RFP
	SB only	Yield Limit Line Installation and advance warning sign	IN-HOUSE
YOSEMITE AVE./GARFIELD AVE.	NE	REPLACE EXISTING CURB RAMP	RFP
SHERMAN AVE./MIKESELL ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NW	MODIFY EXISTING SDI	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SW	MODIFY EXISTING SDI	RFP
	All Way	Stop Sign Installation and advance warning sign	IN-HOUSE
	West Leg	Add new high visibility crosswalk	IN-HOUSE

TABLE #3: MANTECA HIGH SCHOOL IMPROVEMENT (SEE SHEET 3 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

SHASTA ELEMENTARY SCHOOL

<u>INTERSECTION</u>	<u>Location</u>	<u>IMPROVEMENT TYPE</u>	<u>RFP or IN- HOUSE</u>
EDISON ST./DAWN DR.	NW	ADD NEW CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	South Leg	Restriping high visibility crosswalk	RFP
	West Leg	Add new high visibility crosswalk	RFP
	EB and WB	Stop Sign Installation and advance warning sign	RFP
EDISON ST./POWERS AVE.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
EDISON ST./PLACER AVE.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	North Leg	Restriping high visibility crosswalk	IN-HOUSE
PLACER AVE./PLUMAS WAY	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Restriping high visibility crosswalk	IN-HOUSE
PLACER AVE./SUMMIT WAY	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Restriping high visibility crosswalk	IN-HOUSE
PLACER AVE./SNOWSHOE WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Restriping high visibility crosswalk	IN-HOUSE
	North Leg	Add new high visibility crosswalk	IN-HOUSE
	NB and SB	Stop Sign Installation and advance warning sign	IN-HOUSE
PLACER AVE./SLALOM DR.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
SLALOM DR./EVERGREEN WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Restriping high visibility crosswalk AND INSTALL STOP SIGN ON EB EVERGREEN	IN-HOUSE
SLALOM DR./MEADOW WAY	NW	REMOVE OUTDATED EXISTING CURB RAMP	RFP
	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	ADD NEW CURB RAMP	RFP
	NB and SB and MEDIAN	Median Island, Yield Limit Line, advance signage	RFP
	North Leg	Add new high visibility crosswalk	RFP
EDISON ST. w/o DAWN DR.	Northside	ADD NEW CURB, GUTTER AND SIDEWALK GAP CLOSURE AND MODIFY DRAINAGE	RFP

TABLE #4: SHASTA ELEMENTARY SCHOOL IMPROVEMENT (SEE SHEET 4 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

SIERRA HIGH SCHOOL

INTERSECTION/ROADWAY SEGMENT	Location	IMPROVEMENT TYPE	RFP OR IN-HOUSE
WAWONA ST./FISHBACK RD.	NW	ADD NEW CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Add new high visibility crosswalk	RFP
WAWONA ST./JUNCTION DR.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
	EB and WB	Stop Sign Installation and advance warning sign	IN-HOUSE
WAWONA ST./ELEANOR LN.	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
WAWONA ST./WINTERS DR.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
WAWONA ST./TREASURE LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Remove Crosswalk	RFP
	East Leg	Add new high visibility crosswalk	RFP
	EB and WB	Scenario 1: Yield limit line and advance warning sign	RFP
	EB and WB	Scenario 2: Stop Sign Installation and advance warning sign	RFP
WINTERS DR./FLORENCE CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
WINTERS DR./PETE CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NW	ADD NEW CURB RAMP (NORTH of THE DRIVEWAY)	RFP
	NE	ADD NEW CURB RAMP (NORTH of PETE CT)	RFP
	North Leg	Add ONE new high visibility crosswalk	RFP
	NB and SB	Stop Sign Installation and advance warning sign	RFP
WINTERS DR./PARKVIEW ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Yield Limit Line and advance warning sign	IN-HOUSE
WINTERS DR./ROBERT CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
WINTERS DR./DENESE CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
WINTERS DR./THOMAS ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Stop Sign Installation at the intersection and SB advance warning sign at Marino Way	IN-HOUSE
FISHBACK RD./THOMAS ST.	NW	ADD NEW CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	North Leg	Add new high visibility crosswalk	RFP
	NB and SB and Roadway Segment	Stop Sign Installation and advance warning sign at Fishback Rd. & Thomas St. Change existing lane configuration on Fishback Rd. (Thomas St. to Tuscany Dr.) to align with new Stop Sign Installation and the receiving lane.	RFP
Fishback Rd between Wawona St and Thomas St	SB	CONSTRUCT NEW 6' SIDEWALK FROM WAWONA ST. TO THOMAS ST. ADD CURB AND GUTTER AND MODIFY/DESIGN DRAINAGE (West Side of Fishback Rd.)	RFP
		The proposed sidewalk along Fishback Road between Thomas Street and Wawona Street must be presented under a separate Task (see Scope of Services section in the RFP for more details).	

TABLE #5: SIERRA HIGH SCHOOL IMPROVEMENT (SEE SHEET 5 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

SAFE ROUTES TO SCHOOL - PEDESTRIAN SAFETY IMPROVEMENT PROJECT

11/30/2023

STELLA BROCKMAN ELEMENTARY SCHOOL

<u>INTERSECTION/ROADWAY SEGMENT</u>	<u>Location</u>	<u>IMPROVEMENT TYPE</u>	<u>RFP OR IN-HOUSE</u>
SILVERADO DR./CROM ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
SILVERADO DR./MURIETTA WAY	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
SILVERADO DR./SPRING CREEK WAY	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
SILVERADO DR./CHASSERAL WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Stop Sign Installation and advance warning sign	RFP
SILVERADO DR./ALETSCH WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
SILVERADO DR./MATTERHORN ST.	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	EB and WB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
MATTERHORN ST./VALAIS LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	North Leg	Add new high visibility crosswalk	IN-HOUSE
MATTERHORN ST./ST. MORITZ LN.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	North Leg	Add new high visibility crosswalk	IN-HOUSE
MATTERHORN ST./ZURICH DR.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Yield Limit Line Installation and advance warning sign	IN-HOUSE
ZURICH DR./LUGANO WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
ZURICH DR./GENEVA WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	West Leg	Add new high visibility crosswalk	IN-HOUSE
ZURICH DR./SOLOTHURN WAY	NW	REPLACE EXISTING CURB RAMP	RFP
	SW	REPLACE EXISTING CURB RAMP	RFP
	NB and SB	Stop Sign Installation and advance warning sign	IN-HOUSE
ZURICH DR./CHUR CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Add new high visibility crosswalk	IN-HOUSE
ZURICH DR./GALLEN CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Add new high visibility crosswalk	IN-HOUSE
ZURICH DR./VADUZ CT.	NE	REPLACE EXISTING CURB RAMP	RFP
	SE	REPLACE EXISTING CURB RAMP	RFP
	East Leg	Add new high visibility crosswalk	IN-HOUSE
CROM ST./ZURICH DR.	NW	REPLACE EXISTING CURB RAMP	RFP
	NE	REPLACE EXISTING CURB RAMP	RFP
<u>Crom St. between Zurich Dr. and Silverado Dr.</u>	<u>EB</u>	CONSTRUCT NEW 6' SIDEWALK FROM ZURICH DR. TO SILVERADO DR. (South side of Crom St.)	RFP

TABLE #6: STELLA BROCKMAN ELEMENTARY SCHOOL IMPROVEMENT (SEE SHEET 6 OF 6)

NOTE: PROJECT IMPROVEMENTS MUST BE PER 2023 CALTRANS STANDARD PLANS AND SPECIFICATIONS.

APPENDIX “B”

**SAMPLE CONTRACT
&
INSURANCE REQUIREMENTS**

**&
MONTHLY PROGRESS REPORT TEMPLATE**

FOR

**SAFE ROUTES TO SCHOOL
PEDESTRIAN SAFETY IMPROVEMENT**

PROJECT

CIP 23006

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this ____ day of _____, 20____, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City") and _____, a _____ corporation ("**Consultant**").

RECITALS

- A. **Consultant** is specially trained, experienced, and competent to perform the professional services required by this Agreement.
- B. **Consultant** possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions specified herein.
- C. City desires to retain **Consultant** to render the professional services set forth in this Agreement.

AGREEMENT

1. Scope of Services. **Consultant** shall perform the _____ services described in the attached Attachment 1 that is incorporated by this reference, and pursuant to the Proposal submitted by **Consultant** dated _____, and attached hereto as Attachment 2. **Consultant** shall provide these services at the time, place, and in the manner specified in Attachment 1, subject to the direction of the City through its staff that may be provided from time to time. Performance of the _____ services is sometimes referred to herein as "the Project."

2. Work Through City Staff. **Consultant** shall perform its services pursuant to this Agreement solely through City staff. No communications, information or documentations shall be made directly to any applicant to the City without the prior written consent of the City. This shall not apply to the sole request of information or clarification of information by **Consultant** from the applicant. All requests shall be noted to City in an expeditious manner.

3. Time of Performance. **Consultant's** services will commence upon execution of this Agreement and shall be completed in accordance with the Schedule of Activities, attached hereto as Attachment 3. All work shall be completed no later than _____. Failure to submit work products in accordance with the Schedule of Activities may result in the City withholding progress payments. Repeated failure to complete work products in accordance with the Schedule of Activities may result in a reduction of the total compensation provided for in Section 4 herein.

4. Compensation. Without additional authorization from the City, compensation to be paid to **Consultant** shall not exceed _____ DOLLARS (\$_____). Payment by City under this Agreement shall not be deemed a waiver of any defects, even if those defects were known to the City at the time of payment.

5. Method of Payment. **Consultant** shall submit monthly billings to City specifying and describing the work performed during the preceding month. **Consultant's** bills shall include a brief description of the services performed, the date the services were performed, the number of hours expended and by whom, and a description of any reimbursable expenditures. Full payment of each task will only be made at such time as each task is completed.

City shall pay **Consultant** no later than 30 days after approval of the monthly invoice by City staff. Payments may be delayed by City if **Consultant** fails to provide services in accordance with the Schedule of Activities, unless the City has provided prior written consent to any delay in the schedule.

6. Extra Work. At any time during the term of this Agreement, City may request that **Consultant** perform Extra Work. As used herein, the term "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. **Consultant** shall not perform, nor be compensated for, Extra Work without the City's prior written authorization.

7. Termination. This Agreement may be terminated by the City immediately for cause, or by either party without cause upon 15 days' prior written notice of termination. Upon termination, **Consultant** shall be entitled to compensation for services performed up to the effective date of termination upon submittal of an invoice for same.

8. Ownership of Documents; Confidentiality.

A. All plans, studies, documents, and other writings prepared by and for **Consultant**, its officers, employees, agents, and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of City upon payment to **Consultant** for such work. City shall have the sole right to use such materials in its discretion without further compensation to **Consultant** or to any other party. **Consultant** shall, at **Consultant's** expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. **Consultant** shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.

B. All memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data, either created by or provided to **Consultant** in connection with the performance of this Agreement, shall be held confidential by **Consultant**. These materials shall not, without the City's prior written consent, be used by **Consultant** for any purposes other than the performance of the services under this Agreement. Nor shall these materials be disclosed to any person or entity not connected with the performance of services under this Agreement. Nothing furnished to **Consultant** that is otherwise known to **Consultant**, or is generally known, or has become known to the related profession shall be deemed confidential. **Consultant** shall not use City's name or insignia, photographs relating to the Project for which **Consultant's** services are rendered, or any publicity pertaining to the **Consultant's** services under this Agreement in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the City's prior written consent.

9. Consultant's Books and Records.

A. **Consultant** shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City, for a minimum period of three years, or for any longer period required by law, from the date of final payment to **Consultant** under this Agreement.

B. **Consultant** shall maintain all records that document performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at **Consultant's** address specified in Section 16 of this Agreement.

D. Where City has reason to believe that records or documents may be lost or discarded due to the dissolution or termination of **Consultant's** business, City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to these records and documents shall be granted to any party authorized by **Consultant, Consultant's** representatives, or **Consultant's** successor-in-interest.

10. Independent Contractor. In the performance of the work and services required by this Agreement, **Consultant** shall act as and be an independent contractor and not an agent, or employee of the City. **Consultant** shall obtain no rights to retirement or other benefits that accrue to City's employees, and **Consultant** expressly waives any claim it may have to any such rights.

11. Interest of **Consultant**.

A. **Consultant** represents that neither it nor any employee has any investment or interest in real property, and shall not acquire any such interest, direct or indirect, within the area covered by this Agreement, or any other source of income, interest in real property, or investment that would be affected in any manner or degree by the performance of **Consultant's** services hereunder. **Consultant** further represents that, in the performance of its duties hereunder, no person having any such interest shall perform any services under this Agreement.

B. **Consultant** is not a designated employee within the meaning of the Political Reform Act because **Consultant**:

- (1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City, or of any City official, other than normal Agreement monitoring; and

- (2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation, or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant.

A. City is relying upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

B. The primary provider of the services required by this Agreement shall be _____. A list of other individuals assigned to the Project will be provided to City for its review and approval, and these individuals shall not be replaced without the City's prior written consent.

13. Compliance with Laws. Consultant shall use the customary standard of care in its profession to comply with all applicable federal, state, and local statutes, codes, ordinances, and regulations.

14. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals that are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance, and approvals that are legally required of Consultant to practice its profession.

15. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, agents, employees, and volunteers, from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith), arising out of Consultant's performance of this Agreement, or Consultant's failure to comply with any of its obligations contained in this Agreement; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers.

16. Insurance Requirements.

A. Job specific insurance requirements can be found on the attached Attachment 4. Other insurance provisions can be found below:

B. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with language substantially as follows:

- (1) The City, its elected and appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with

respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work.

- (2) The policy shall be considered primary insurance as respects the City, its elected and appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.
- (3) The insurance shall apply to each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- (4) The insurer waives all rights of subrogation against the City, its elected and appointed officers, officials, employees, and agents.
- (5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officers, officials, employees, agents, or volunteers.
- (6) The insurance provided by the policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after 30 days written notice has been received by the City.
- (7) The City will not accept any endorsements that were issued in 2004. Acceptable endorsement forms are CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, **Consultant** shall demonstrate financial capability for payment of those deductibles or self-insured retentions.

D. Certificates of Insurance. **Consultant** shall provide to City certificates of insurance with original endorsements as evidence of the required insurance coverage. Certificates of insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Manteca
 1001 W. Center Street
 Manteca, CA 95337
 Attention: _____

If to **Consultant**:

Attention: _____

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and **Consultant**. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in their entirety by this Agreement.

19. Amendments. This Agreement may be amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience, and competence of **Consultant**. Assignments of any or all rights, duties, or obligations of the **Consultant** under this Agreement will be permitted only with the express written consent of the City. **Consultant** shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, **Consultant** shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay any monies due to any such subcontractor other than as may be required by law.

21. Waiver. Waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach or default of the same or any other provision under this Agreement.

22. Severability. If any provision of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

23. Controlling Law; Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and any legal action relating to this Agreement shall take place in the Superior Court, County of San Joaquin.

24. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

25. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five

mediators selected by JAMS, and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

26. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties.

27. Authority to Enter Agreement. **Consultant** warrants that it has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants to the other that the signatories to this Agreement have the legal power, right, and authority to enter into this Agreement and to bind each party.

28. Prohibited Interests.

A. **Consultant** warrants that it has not employed or retained any person, other than a bona fide employee working solely for **Consultant**, to solicit or secure this Agreement. Further, **Consultant** warrants that it has neither paid nor agreed to pay any person, other than a bona fide employee working solely for **Consultant**, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For any breach or violation of this warranty, City shall have the right to rescind this Agreement without liability.

B. For the term of this Agreement, no member, officer, or employee of City, during the period of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. Equal Opportunity Employment. **Consultant** represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

30. Precedence. In case of conflict between **Consultant's** Proposal/**Consultant's** attachments and the City's Agreement/City's attachments, the City's Agreement and City's attachments shall take precedence over **Consultant's** proposal/**Consultant's** attachments.

This Space Purposely Left Blank

TO EFFECTUATE THIS AGREEMENT, each of the parties has caused this Agreement to be executed by its duly authorized representative as of the date set forth in the introductory paragraph on page 1 above.

CITY OF MANTECA:

CONSULTANT:

Toni Lundgren
City Manager

(Type name of Consultant/form of organization)*

ATTEST:

By: _____
(Signature)

Cassandra Candini-Tilton,
Director of Legislative Services

(Type name and title)

COUNTERSIGNED:

By: _____
(Signature)

Shay Narayan
Director of Finance

(Type name and title)

COUNTERSIGNED:

Address: _____

Nancy Bronstein,
Interim Director of Human Resources

Telephone: _____

APPROVED AS TO FORM:

L. David Nefouse,
City Attorney

ATTACHMENT 1
REQUEST FOR PROPOSAL

ATTACHMENT 2
CONSULTANT'S PROPOSAL

ATTACHMENT 3
SCHEDULE OF ACTIVITIES

Insurance Requirements for Professional Services

INSURANCE REQUIREMENTS

Consultants shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

Minimum Limits of Insurance: Coverage shall be at least as broad as:

Commercial General Liability

- Commercial General Liability Insurance with \$2,000,000 minimum limit per occurrence.
- If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- Commercial General Liability Additional Insured Endorsement naming the following as insured **on 2001 or earlier issued endorsement forms:**
"City of Manteca, its officers, officials, employees, agents, and volunteers".

Automobile Liability

If the vehicles are brought onto city facilities, covering any auto, or of Contractor has no owned autos, hired, and non-owned autos, the Contractor shall maintain automobile liability with limits no less than:

- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:
"City of Manteca, its officers, officials, employees, agents, and volunteers".

Worker's Compensation

As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Errors and Omissions)

Insurance appropriates to the Contractor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents and volunteers are to be covered as insured's as respect to: liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 and CG 20 37 if completed operations coverage is required.
2. For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers, shall

- be excess of the Consultant's insurance and shall not contribute with it.
3. The applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Manteca reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Manteca

Waiver of Subrogation

Consultant hereby grants to The City of Manteca a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that The City of Manteca is an additional insured on insurance required from subcontractors.

SPECIAL RISKS OR CIRCUMSTANCES

The City of Manteca reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

City of Manteca – Engineering Department - Vendor Invoicing Requirements

- (1) Cover page required, the following must be included:

CIP No.: XXXXX
Contract No. C20XX-XXX
City Project Name

Schedule of Major Milestones:

- Held kick-off meeting

Tasks completed through Current Invoice:

Anticipated tasks through next invoice/reporting period:

Deliverables:

Issues:

- (2) Invoice must include the following:

CIP No.: XXXXX
Contract No. C20XX-XXX
City Project Name

\$0.00	Original Contract Amount
<u>n/a</u>	<u>Amendment 1</u>
\$0.00	Total Contract Amount

\$0.00	Prior Invoices
<u>\$0.00</u>	<u>Current Invoice</u>
\$0.00	Total invoiced to date

\$0.00	Total Contract Amount
<u>(\$0.00)</u>	<u>Total invoiced to date</u>
\$0.00	Contract Balance

Outstanding invoices

Invoice No.: n/a
Invoice Amount: n/a