

Revised Request For Proposals County of Fresno

Number: PWP24-006

For Traffic Signal and Lighting Maintenance Operations

Date Released: March 12, 2024

Proposals

Due prior to: 12:00 PM (Noon), Friday, March 29, 2024 Pacific

Proposals will be received at: designconsultants@fresnocountyca.gov

Questions and Requests For Clarification (RFCs):

Due: 4:00 PM , Friday, March 22, 2024 Pacific

Questions and RFCs will be received at: designconsultants@fresnocountyca.gov



Department of Public Works and Planning

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- A. Scope of Services
- B. Location Maps
- C. List of Traffic Signals and Lighting
- D. Conflict of Interest Resolution
- E. Self-Dealing Transaction Form
- F. Draft Agreement
- G. Consultant Evaluation
- H. Maintenance Cost Proposal

1. Introduction

The County of Fresno (County) Department of Public Works and Planning (Department) is requesting Proposals from firms interested in providing maintenance, repair, and emergency services of traffic signals, highway lighting, and other lighted traffic facilities at various locations throughout Fresno County. The qualified Consultant is to provide labor, materials, equipment, parts, permits, fees, taxes, insurance, etc. to perform such services in accordance with the requirements stated within this RFP.

The Department intends to select and employ a single firm in this capacity. The term of the agreement will be a minimum of three (3) years. The agreement may be extended for no more than two, one-year periods.

The hourly and cost rates incorporated in the Agreement will be in effect for the duration of the Agreement, with an optional provision to adjust the rates once annually for inflation. The Consultant may request new labor rates from the Department, subject to written approval of the Director of the Department of Public Works and Planning or authorized designee. The Consultant shall initiate the rate adjustment process by submitting a request and proposed adjusted fee schedule for review and approval. The Department's Director or designee reserves the right to approve all labor rate increases. Specific project work may be extended or may be transferred to another Consultant if work is not concluded by the end of the Agreement.

Proposals submitted in response to this RFP will be used as a basis for selecting the Consultant. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Attachment G, "Consultant Evaluation," of this RFP.

Addenda to this RFP, if issued, will be posted on the County of Fresno's website at: <http://www.co.fresno.ca.us/rfp>. It shall be the Consultant's responsibility to check the website to obtain any addenda that may be issued.

The Consultant's attention is directed to Item 7, "Proposal Requirements."

Prospective respondents to this RFP are encouraged to review the Department's Liability Insurance and Indemnification Requirements included in the Draft Agreement (Attachment F).

Submit proposal in PDF format via email at designconsultants@fresnocountyca.gov. The fee proposal shall be included as a separate, password-protected document. The proposals must be received by the Department prior to 12:00 p.m. (Noon), March 29, 2024.

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be effective until it is approved and fully executed by the Board of Supervisors.

Any questions related to this RFP shall be submitted via email to designconsultants@fresnocountyca.gov. Questions shall be submitted before 4:00 PM on Friday, March 22, 2024. No oral question or inquiry about this RFP will be accepted.

2. Scope of Work

The County is seeking to contract with a Consultant for the purpose of maintaining and repairing traffic signals and lighting facilities for the Department, as more thoroughly detailed in Attachment A. A general map of locations is available in Attachment B. A detailed list of traffic signal and lighting facility locations is available in Attachment C.

The work shall comply with the requirements of all applicable federal, state and local laws, without limitation. The Consultant shall comply with all insurance requirements of the County.

3. Consultant Services and Expected Deliverables

The Consultant will provide services as detailed in Attachment A Scope of Services.

4. Conflict of Interest Requirements

The selected Consultant will be subject to the County's Conflict of Interest Code and subject to any disclosure requirements as detailed in Attachment D. The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest. If a Consultant discovers any actual or apparent conflicts during the execution of an assigned task, the Consultant must immediately notify the County's Contract Manager regarding the conflicts of interest. Failure by the Consultant to notify Contract Manager may be grounds for termination of the contract for default.

5. Anticipated Schedule

The tentative project delivery schedule is as follows:

Date	Description
March 11, 2024	Revised RFP Issued
March 22, 2024	Inquiry Submittal deadline
March 29, 2024	Proposal due from Consultant

April 2024	Selection Review / Interviews
Jun. 4, 2024	Recommendation to Fresno County Board of Supervisors
Jun 5, 2024	Notice to Proceed
June 2024	Onboarding & Mobilization

6. Proposal Requirements

The Department will review each Proposal to determine the competence and qualifications of the company. Proposals shall contain the following information in the order listed:

A. Introductory Letter

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed by the individual authorized to bind the Consultant to the proposal.

B. Executive Summary

A concise summary of the Consultant's Proposal that provides sufficient information to make an assessment of the entire proposal, without examining the rest of the Proposal.

C. Consultant Information, Proposals & Experience

Submittals shall provide details of similar work that the firm has completed, sufficient to demonstrate the necessary experience. Details for selected projects should include the following:

1. Contracting agency
2. Contracting agency project manager
3. Contracting agency contact/email information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant project manager and contact information

9. Project objective
10. Project description
11. Project outcome

D. Key individual's resume

Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

E. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe your cost control and budgeting methodology for this project.

F. Schedule of Work

Provide a detailed proposed schedule for maintaining traffic signals and lights.

G. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business, or other relationship with the County that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

H. Cost Proposal

The proposal shall be submitted in a separate pdf with password-protection that prevents opening or viewing without the password (see Attachment H). This concealed fee proposal shall be submitted with the proposal file via email at designconsultants@fresnocountyca.gov. Consultants, If selected as a finalist, shall be requested to submit the password to the sealed password protected Fee Proposal for review and attachment to the Consultant services agreement.

The fee proposal for timing card and other items listed under timing card of existing or new/modified traffic control system shall be broken down (hourly rates) for each Traffic Control signal and type of signal as follows:

Existing Traffic Control Signal (as described in Article A.16 of Attachment A):-

- existing traffic control signal
- existing school crossing traffic control signal
- existing railroad preemption traffic control signal

The cost to maintain, repair and provide emergency service for identified traffic signals and lighting will be paid in time and materials basis. The Consultant shall provide a fee schedule listing hourly rates of expected classification of personnel involved, hourly rates of expected equipment necessary to perform operations, maintenance and emergency tasks listed in Attachment A.

The fee proposal shall include analysis of anticipated average cost to perform any of the Type 1 (annual) and Type 2 (bi-annual) operational inspection.

7. Additional Form - Self-Dealing Transaction Form

The successful Consultant will be required to complete and submit with the agreement a Self-Dealing Transaction Disclosure Form (if applicable) at the time of award. This form is provided for the proposer in Attachment E.

Do not submit more information than requested in this RFP.

8. Evaluation

The Consultant will be selected based on the criteria listed on the attached Consultant Selection Criteria and Evaluation Sheet (Attachment F). After proposal review and ranking, staff will request the password for the fee proposal from the top ranked Consultant and negotiations will begin. If negotiations with the top ranked Consultant are unsuccessful, they may terminate, and negotiations may begin with the next most qualified Consultant.