

# Request For Proposals County of Fresno

Number: PWP24-012

**For Traffic Control Signal Timing Cards  
and review of New Traffic Signal plans and specifications**

Date Released: March 14, 2024

## **Proposals**

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

Proposals will be received at: [designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov)

## **Questions and Requests For Clarification (RFCs):**

Due: 4:00 PM , Friday, April 5, 2024 Pacific

Questions and RFCs will be received at: [designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov)



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*Department of Public Works and Planning*

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Attachments:

- A. Consultant Evaluation
- B. List of County of Fresno Traffic Signals
- C. Template timing card
- D. Conflict of Interest Resolution
- E. Self-Dealing Transaction Form
- F. Draft Agreement

## 1. Introduction

The County of Fresno (County) Department of Public Works and Planning (Department) is requesting Proposals from firms interested in preparing new traffic control signal timing cards, updating existing ones, and the review of new traffic signal plans and specifications for the Department.

The Department intends to select and employ a single firm in this consulting capacity. The term of the agreement will be a minimum of five (5) years. The Consultant retained under this solicitation will be working directly with County staff to perform activities related to traffic control signal timing preparation as described herein this request for proposal. The Consultant may be required to review, prepare and/or update timing cards beyond the Traffic control signals listed in this RFP.

The 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 A, "Evaluation Criteria," 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."

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 in force until it is approved and fully executed by the Board of Supervisors.

All products used or developed in the execution of any contract resulting from this RFP the county shall retain full ownership rights of the drawings and work product of the Consultant for the project, to the fullest extent permitted by law, through the completion of the contract.

Any questions related to this RFP shall be submitted via email to [designservices@fresnocountyca.gov](mailto:designservices@fresnocountyca.gov). Questions shall be submitted before 4:00 PM on April 5, 2024. No oral question or inquiry about this RFP will be accepted.

## **2. Scope of Work**

The County of Fresno (County) is interested in contracting with a Consultant that will prepare new traffic control signal timing cards and updating existing ones for the Department.

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**

### **A. Services to be provided by Consultant**

The County receives funding from time to time to install new or replace traffic control signals. County will retain a third-party Consultant (SIGNAL CONSULTANT) for the preparation of the Traffic Control signal plan and specifications. Once design is completed, the project is advertised and awarded to a General Contractor retained by the County. Upon being assigned to provide services, the Consultant shall assist Department with the following tasks for new or modified Traffic Control Signal.

1. Prepare timing card for the new or modified traffic signal being designed by SIGNAL CONSULTANT. The TIMING shall be:
  - a. signed by Licensed Professional Engineer,
  - b. compliant to California MUTCD,
  - c. compliant to timing sheets format (paper and Excel),
  - d. kept current and housed by and compatible with ATMS (ATMS. Now, StreetSync, SynchroGreen, Quicload),
2. Review Traffic Control plans, specifications and estimates (PS&Es) prepared by the SIGNAL CONSULTANT and provide comments to these documents.

Note: The County will standardize components for operation and maintenance efficiency. It is very important that the Consultant properly addresses and verifies these components while reviewing PS&Es being prepared by SIGNAL CONSULTANT.

The design development process allows for review of the plans at 30%, 60%, 90% and Final set. Consultant will be required to review plans at all these stages of the design until all comments are addressed. Once approved, Consultant will be required to initial the final Traffic Control Signal plans to identify the approval.

3. During bidding of a new project, Consultant may need to address questions pertaining to Traffic Control Signal operation.

4. During construction, Consultant and SIGNAL CONSULTANT will review Traffic Signal components submittals provided by Contractor for approval.
5. During construction, the Consultant shall conduct on-site inspection (2 visits), one while the underground conduits and second one during final walk-thru for acceptance prior to signal start-up procedure.
6. During construction Consultant shall receive the controller supplied by a County retained contractor, program the controller and test it.
7. Assist Department and witness on-site testing for new traffic signal start-up process.
8. Preparation of Synchro model if requested by the Department in a specific task order.
9. Maintain the data, information and analysis necessary to support opinions for assignments.

**B. Services to be provided by County staff**

- Provide a County representative.
- Organize, attend, and participate in meetings with the Consultant and other agencies as required.
- Provide existing timing card and controller type at each of the existing traffic control signal
- The County may provide the following available traffic data, or information:
  1. Tube counts (vehicle):
    - a. 7-day.
    - b. 1-day.
    - c. 13 classification types.
    - d. Gap.
  2. Speed surveys.
  3. Collision records.

The County may provide the above listed data/information as requested by the Consultant for use for this signal timing program contract (contract). Any request shall be done 4 weeks in advanced to allow County staff to set up the proper equipment. The County may decline the request for data/information, and if this is the case, then the County will request the consultant obtain the data/information.

#### **4. Deliverables:**

Consultant shall provide electronic copies and paper copies of the timing cards signed by a Licensed Professional Engineer working for the selected Consultant firm; the timing card shall be compliant to California MUTCD; shall be compatible with City of Fresno (COF) Systems (Cubic/Trafficware ATMS & StreetSync) and timing sheets format (Paper & Excel). All existing timing cards for traffic control signals listed in Attachment B regardless any revisions were made or not, shall be signed by a Licensed Professional Engineer working for the selected Consultant firm.

It is anticipated that timing card will be submitted to County of Fresno staff for review and approval. It is County's expectation that Consultant reviews all comments from County staff..

Traffic Signal Programs and Timing Schedule shall be kept current in traffic signal cabinets and a duplicate copy kept in County of Fresno's maintenance shop.

#### **5. 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 an actual or apparent conflict 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.

#### **6. Anticipated Schedule**

The tentative project delivery schedule is as follows:

- Inquiry Submittal deadline Friday, Mach 29, 2024, 4:00 P.M.
- Proposal due from Consultant: Friday, April 5, 2024, 12:00 P.M. (Noon)
- Notice of approval/fee negotiation: Week of April 8, 2024
- Contract Award by the Board of Supervisors: June 2024

## **7. 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 reviewing and updating all timing cards. The County intends to have updated timing cards prepared and stamped by January 2025.

#### **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. This concealed fee proposal shall be submitted with the proposal file via email at [designconsultants@fresnocountyca.gov](mailto: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 cost to prepare the timing card for each specific signal shall include analysis of any information provided by the County or City, site visit (if necessary), review of existing timing card, modification (if necessary), submittal to County and revisions to comments. The fee proposal shall be broken down (average cost) per the following:

- Learn timing card format (if necessary)
- existing traffic control signal timing modification
- existing school crossing traffic control signal timing modification
- existing railroad preemption traffic control signal timing modification
- new traffic control signal timing preparation



- new school crossing traffic control signal preparation
- new railroad preemption traffic control signal preparation
- meeting with County of Fresno
- testing at County Retained O&M Contractor
- on-site testing when installing new signal
- 30%, 60%, 90%, and final review of traffic signal plans prepared by outside consultants

## **8. Additional Form - Self-Dealing Transaction Form**

Upon award the successful proposing 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.**

## **9. Evaluation**

The Consultant will be selected based on the criteria listed on the attached Consultant Selection Criteria and Evaluation Sheet (Attachment A). 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.