

Request For Proposals County of Fresno

Number: PWP23-017

For Traffic Control Signal Timing Preparation and Maintenance

Date Released: April 28, 2023

Proposals

Due prior to: 12:00 PM (Noon), Friday, May 26, 2023 Pacific

Proposals will be received at:

<https://www.bidexpress.com/businesses/36473/home>

Questions and Requests For Clarification (RFCs):

Due: 4:00 PM , Friday, May 19, 2023 Pacific

<https://www.co.fresno.ca.us/departments/public-works-planning/request-for-proposals>

Sign up for updates and addenda:

<https://www.co.fresno.ca.us/departments/public-works-planning/request-for-proposals>



Department of Public Works and Planning

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Attachments:

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

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 and updating existing ones 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 and maintenance 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."

Submit proposal in PDF format via Bid Express. 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), May 26, 2023.

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. Questions shall be submitted before 4:00 PM on May 19, 2023. 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.

The City of Fresno (City) and County entered into Maintenance Agreement in 1981, whereby the City agreed to provide maintenance of certain County-owned or partially County-owned traffic control signal. The maintenance agreement lists services that will be provided by the City. An addendum to the agreement is being drafted and will specifically put the responsibility to prepare Timing Cards for new traffic control signal and update existing traffic control signal timing cards for signals that are entirely in the County of Fresno jurisdiction and not within the City's synchronized ITS corridors.

Below are terms revising the current agreement between City and County and that the selected Consultant will be required to follow:

1. County traffic signals TIMING shall be:
 - a. maintained by County Staff or by County Licensed Engineer/Licensed Consultant,
 - b. signed by Licensed Professional Engineer,
 - c. compliant to California MUTCD,
 - d. compliant to City's timing sheets format (paper and Excel),
 - e. kept current and housed by and compatible with City's ATMS (ATMS. Now, StreetSync, SynchroGreen, Quickload),
 - f. kept current in traffic signal cabinets and a duplicate copy kept in City's Traffic Signal and Street Lights (TSSL) maintenance shop.

3. Consultant Services and Expected Deliverables

A. Services to be provided by Consultant

General services under this contract may include, but are not limited to:

- Review of all timing cards of the existing traffic control signal listed in Attachment B and update them as deemed necessary
- Participate in demonstration meeting with City of Fresno Traffic Operations Center (TOC) staff to understand the format for the timing card excel file. A copy of the excel file is attached as Attachment C

- The timing card shall meet City of Fresno standard for the time of signal controller utilized by City of Fresno
- Conduct site investigation (if necessary) to determine existing field conditions
- Request from County staff any pertinent information deemed necessary to properly update/prepare timing card
- Preparation of timing card for new signal being designed by the County or by a County retained Consultant
- Inform County Staff every time there is an update in the California MUTCD or any change in site condition (i.e. speed survey) that triggers updating timing card. County staff will inform the Consultant of the change in site condition; however, it is County's expectation that Consultant will recommend if modification of the timing card is necessary. At a minimum, Consultant will be expected to review timing cards of all existing traffic signal annually
- Assist County staff and participate in City of Fresno TOC staff meeting when discussing timing card related topics
- Assist County staff, witness and comment (if necessary) when testing new traffic signal controller. Testing of traffic controllers are conducted in person at City of Fresno's TOC Building located at 2101 "G" Street, Building TOC, Fresno, CA. 93706
- Assist County staff and witness on-site testing for new traffic signal start-up process

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 COF 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 City of Fresno TOC staff for review and approval. It is County's expectation that Consultant reviews all comments from City of Fresno's TOC. If in the opinion of the Consultant, any of the comment contradicts a standard practice and/or California MUTCD, Consultant shall bring it to the attention of County staff and be prepared to discuss it with City of Fresno TOC staff.

Traffic Signal Programs and Timing Schedule shall be kept current in traffic signal cabinets and a duplicate copy kept in City of Fresno's Traffic Signal and Street Lights (TSSL) 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, May 19, 2023, 4:00 P.M.
- Proposal due from Consultant: Friday, May 26, 2023, 12:00 P.M. (Noon)
- Notice of approval/fee negotiation: Week of May 26, 2023

- Contract Award by the Board of Supervisors: July - August 2023

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 2024

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 Bid Express. 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 by City of Fresno TOC. Any comment from City of Fresno TOC that requires further coordination will be charged to a meeting. The fee proposal shall be broken down (average cost) per the following:

- Learn City of Fresno TOC 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 City of Fresno TOC
- testing at City of Fresno TOC Building
- on-site testing when installing new signal

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.