

REQUEST FOR PROPOSAL
FOR

**CITY TRAFFIC ENGINEER
(as-needed On –Call)**

FOR

THE CITY OF Pacific Grove
PACIFIC GROVE, CA

(Issued on January 10, 2012)

I. General Information

Information about City of *Pacific Grove*

Pacific Grove with a population of 15,545 offers an unparalleled quality of life. Sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest. Pacific Grove is approximately 2.86 square miles and 55.2 miles in streets length.

We are known for our small-town hospitality and friendliness in a place we simply call "P.G." The City of Pacific Grove website is www.ci.pg.ca.us.

The City of Pacific Grove, California, referred to herein as "City", is seeking proposals from those organizations, referred to herein as "Contractor" for professional traffic engineering services.

The specific nature of the scope of work for the project is outlined in the following Request for Proposal (RFP). Such proposals shall be submitted to the Public Works Department, Attn: Jo Ann Alaniz- Office Assistant II, 2100 Sunset Drive, Pacific Grove, California, 93950, by 3:00 p.m. on Friday, February 10, 2012. Proposals will be labeled externally with the following statement: "PROFESSIONAL TRAFFIC ENGINEERING SERVICES PROPOSAL".

II. Objective

The objective is to keep ensure public safety throughout the City.

III. Scope of Work

The City of Pacific Grove currently contracts city traffic engineering services therefore we are limited to the amount of engineering services that can be assumed by our city staff. Our Public Works and Police Department is responsible for overall management of the traffic engineering responsibilities for the City.

This Request for Proposal (RFP) will result in an Agreement for an experienced As-needed Traffic Engineer to be available to review proposed sign locations and designs for compliance with traffic safety concerns and local codes. The As-needed Traffic Engineer will be expected to coordinate traffic safety and engineering services prescribed by state law and ensure compliance with the

manual on uniform traffic devices and administer all traffic engineering related process as required by the City municipal and state vehicle codes. The position requires regular meetings with Public Works and Police staff, attendance at monthly traffic commission meeting to answer questions and provide expert analysis, receive and resolve citizen complaints regarding traffic issues, conduct traffic studies, evaluate data to use in the City of Pacific Grove speed zone update and neighborhood traffic management program.

Specifically, Traffic Engineer Consultant shall satisfy the Pacific Grove Municipal Code requirements for the position of the City Traffic Engineer as stated in PGMC 16.08.020 to include but not be limited to the following:

It shall be the general duty of the city traffic engineer to determine the installation and proper timing and maintenance of traffic-control devices and signals, to conduct engineering analysis of traffic accidents and to devise remedial measures, to conduct engineering investigation of traffic conditions and to cooperate with other city officials in the development of ways and means to improve traffic conditions, and to carry out the additional powers and duties imposed by ordinances of this city. [Ord. 210 N.S. § 8-202, 1952].”

- Attendance at relevant government meetings (i.e. City or County) as needed
- Develop traffic impact or safety studies as needed
- Collection of traffic counts and reports as needed

It is estimated the As-needed Traffic Engineer will be required to devote approximately 240 hours of service to the City of Pacific Grove annually. The likelihood for additional hours is unknown, but the Engineer should be prepared to provide as-needed consulting services.

a. Overview

The purpose of this document is to outline the requirements for Professional Traffic Engineering Services.

b. Requirements

The submitted proposal should include Engineer’s qualifications for facilitating the Scope of Work, experience providing similar consulting services and analysis and estimated as-needed fee structure for reviewing documents and providing recommendations. The Traffic Engineering Consultant should include various fee requirements based on experience providing services for similar work. The Agreement will be awarded based primarily upon Traffic Engineer’s qualifications.

The proposal must also include:

- Description of Engineer’s Firm: If applicable, organizational structure, other business affiliations, number and location of offices, and total number of professional staff. If sole proprietor, description of Engineer’s business affiliations.

- Project Experience: Narrative description, accompanied by examples of reports or other related deliverables of projects similar in scope to the one covered by this RFP.
- References: List at least three (3) clients that the City may contact as references of the Engineer's work performance. Previous experience with similar projects is desired.

c. Proposal Content Requirements

- Title Page
- Table of Contents
- Experience and Qualifications
- Pricing / Hourly Rate

IV. Expected Timeline

- RFP issued-January 10, 2012
- RFP closes- 3:00 p.m. on Friday, February 10, 2012
- RFP Selection completed and selected vendor contacted to begin contract – upon City Council Approval- March 21, 2012

Earlier completion of deadlines is acceptable.

V. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Agencies invited to respond.

VI. Submission of Proposals

Sealed proposals are being requested for PROFESSIONAL TRAFFIC ENGINEERING SERVICES to the City of Pacific Grove, in accordance with all terms and specifications contained herein.

One (1) hard paper copy of sealed Proposals must be received by 3:00 p.m., Friday, February 10, 2012.

All sealed Proposals must be plainly marked in the lower left hand corner, "PROFESSIONAL TRAFFIC ENGINEERING SERVICES PROPOSAL ENCLOSED" and sent to the following address:

Public Works Department
 Jo Ann Alaniz, Office Assistant II
 City of Pacific Grove, California
 2100 Sunset Drive
 Pacific Grove, CA 93950

The technical point of contact for this project is Jo Ann Alaniz, Office Assistant II. She can be contacted by e-mail jalanz@ci.pg.ca.us or by phone 831-648-5722 ext. 200. Clarifying questions are encouraged as we believe these will add to the quality of the

proposals. All additional questions received and the City's response will be posted on the City website at <http://www.ci.pg.ca.us>

VIII. Late Proposals

Late proposals will not be accepted.

IX. Evaluation and Selection Process

The City will make every attempt to evaluate the proposals quickly. Proposals will be reviewed in a multi-step process.

X. Contract

The contracted Engineer will be required to sign a contract with the City relating to the work to be performed.

XI. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted Engineer at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

XII. Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a contract may result in cancellation of the award and such Contractor may be removed from future solicitations.

XIII. Reference Checks

The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments

XIV. General Conditions of RFP

- a) The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- b) The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposals.
- c) The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.

- d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e) The Contractor shall be unbiased and vendor neutral. The City will not award this contract to a firm that is not in the business of providing Tree Maintenance Services.
- f) The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- g) Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- h) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice, whichever is later.
- i) This contract will be for the services described in the RFI response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- j) Unless otherwise specified all costs listed are firm for the term of the contract.
- k) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.
- l) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- m) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to a Request for Information.
- n) All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.

Proposal Title Sheet for City of Pacific Grove Traffic Engineering Services

Date: _____

I/We _____ the undersigned, do hereby propose to furnish the City of *Pacific Grove, California*, a Traffic Engineering Services Proposal, in accordance with all terms and specifications contained herein:

Attach one (1) copy of your proposal package.

NAME OF FIRM: _____

SIGNATURE & TITLE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

Contractor shall answer to the following questions by circling the appropriate response or completing the blank provided:

Company Profile:

IS YOUR FIRM? (Please circle one)

- | | | | |
|----|---------------------|-----|----|
| A. | SOLE PROPRIETORSHIP | YES | NO |
| B. | PARTNERSHIP | YES | NO |
| C. | CORPORATION | YES | NO |

LIST LEGAL NAMES of COMPANY:

Total Number of Employees _____

References: List **at least three** (3) municipalities of same general size and billing numbers and frequency where the **same/similar services**, as stated **herein**, have been **provided**.

MUNICIPALITY NAME

Contact Person

Title

Address

P.O. Box

City

State Zip

Phone Number

Fax Number

MUNICIPALITY NAME

Contact Person

Title

Address

P.O. Box

City

State Zip

Phone Number

Fax Number

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