



REQUEST FOR PROPOSALS
FOR
PROFESSIONAL TRAFFIC COUNTS COLLECTION SERVICES
CITY PROJECT NO. SEB-23-004

Issued by:
City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, CA 95202

Date Issued: Thursday, July 20, 2023

Date Proposals Due: Monday, August 21, 2023, 3:00 PM

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified companies to provide professional traffic counts collection services to conduct average daily traffic (ADT) counts, traffic turning movement volume counts, traffic classification volume counts, and certified Automatic Traffic Recorder (ATR/Tube) and radar speed survey studies. In addition, the firm shall calculate the traffic index for roadways citywide. The selected company shall perform all necessary services leading to the completion of the project.

2.0 BACKGROUND

To determine the Traffic Index (TI), the number of heavy vehicles on the roadway is assessed through classification counts. The latest City's TI map that is on file was created back in September 1991. It has been over three (3) decades since the City was able to update the TI map. TI is required to meet the pavement structure to accommodate a given loading regime. Reference drawing R-14 of the City's Standard Specification and Plans.

The ADT Map was last updated in 2019, but with recent new development within the City, the traffic volumes continue to increase and change along several corridors. The City updates its ADT Volumes Map to estimate the amount of change in the traffic volumes throughout the City. The City also uses the ADT and traffic turning movement counts to time the traffic signals.

To be enforced by Stockton Police Department, the radar speed surveys must be conducted based on the California Vehicle Code (CVC) and California Manual on Uniform Traffic Devices (CA MUTCD). Some of the surveyed roads have undergone geometric changes due to recently completed Capital Improvement Program (CIP) projects. Therefore, these roads require an updated certified radar speed survey study. In addition, new subdivisions have developed new roadways that require radar speed surveys to be conducted.

3.0 PROJECT DESCRIPTION

The selected Company will install traffic volume counters at predetermined locations to perform the ADT, traffic classification volume counts, and/or turning movement counts. The selected Company shall tabulate the data collection results in Excel format. The selected Company shall also provide the City with the electronic file of the raw data in the Excel format. For the TI map, ADT map, and radar speed survey studies lists of predetermined locations will be provided to the selected Company. It is expected that the City will request collection of the classification counts and the TI calculations by a registered professional engineer as soon as the contract is signed. It is also required that the collected radar speed surveys to be certified by a registered professional engineer in California according to the current CA MUTCD.

4.0 SCOPE OF WORK

The selected Company shall analyze the collected data and assure its validity, so long as the counts are reasonable and are within five percent (5%) accuracy, before sending them to the City. If staff determine that the counts are not accurate, the selected Company shall conduct the counts again. The City will expect to be charged twice for the same counts only if the second count is within the same accuracy as the first time. The counts shall be collected on Tuesdays, Wednesdays and/or Thursdays, except on holidays. Each ATR count shall **at least** cover two full days of counts. The Company shall submit the two days counts separately plus the average of the two days in Excel format.

The selected Company shall conduct a field reconnaissance of the ATRs', review and verify the locations of the ATRs' placement. Majority of the Automatic Traffic Recorder (ATR/Tube) counts shall be conducted using one machine counter. Prior to conducting the counts, the selected Company must justify and obtain approval before using two machine counters.

This work will include, but is not limited to the following tasks:

4.1 Encroachment Permits

The selected Company must obtain all necessary encroachment permits from respective agencies prior to commencement of the project. The City will issue a permit at no cost, but permit fees from County of San Joaquin will be the responsibility of the Company.

4.2 Deliverables

As counts are requested by City staff, the selected Company shall provide a schedule consist of location names, duration of counts, date of counts, estimated cost based on contract agreement, and completion dates for each order of counts. The schedule shall be formatted using Microsoft Project and shall be submitted one week prior to the week for counts will be collected.

The selected Company shall provide the results in a tabulated form (in Excel format and PDF). The selected Company will also be required to provide the City with the actual raw electronic data files in Excel format. Each ATR count shall include the two days counts separately plus the average of the two days in Excel format. The certified radar speed survey studies shall be conducted following the CVC and current CA MUTCD including but not limited to Figures 2B-103(CA) and 2B-104(CA). A professional registered Civil or Traffic Engineer in the State of California shall sign and stamp Engineering and Traffic Surveys (**Attachment C**) for submittal. The TI calculations for each location shall be provided and calculated by a registered Civil Engineer in the State of California in a bounded report, signed and stamped.

4.3 Coordination/Meetings

Attend meetings or conference calls with City staff as needed to finalize the project. The selected Company shall coordinate data collection with County of San Joaquin staff and City of Stockton street sweeping schedules during the project to avoid installing counters where the City is scheduled to sweep.

The selected Company shall coordinate data collection with City Traffic Engineering staff to coordinate with ongoing project under construction.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than **3:00 P.M. on Thursday, August 21, 2023** to:

LETICIA SALDIVAR
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with **“PROFESSIONAL TRAFFIC COUNTS COLLECTION SERVICES, City Project No. SEB-23-004”**. The cost proposal must be in a sealed envelope separate from the proposal.

Late or submittal to the wrong address/City building will not be accepted.

An electronic copy of the proposal should be emailed to Nguyet Pham at Nguyet.Pham@stockton.gov and Leticia Saldivar at Leticia.Saldivar@stocktonca.gov. This electronic submittal should **not** include the cost proposal.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

Please note that the above tasks are listed as a general framework for this project. You are encouraged to include additional task into your proposal.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Leticia.Saldivar@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bid flash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required.

Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, prevailing wages, etc.... Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Department of Industrial Relations

Please refer to **Attachment B**, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.8 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

5.9 Confidentiality

If proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the proponent must so specify by, at a minimum, stamping in bold red letters the term "**CONFIDENTIAL**" on that part of the proposal which the proponent believes to be protected from disclosure. The proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. **The proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.**

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Executive Summary*
- Project Team*

- Examples of experience with similar types of work*
- References*
- Cost Proposal (Separate Sealed Envelope)

***Included as Body of Proposal**

The body of the technical proposal shall not exceed **10 double-sided pages (8 ½" x 11")** with a minimum font size of 10, with each page numbered. Proposer shall submit three (3) bound sets, one (1) unbound copy, and one electronic copy in PDF format of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than (30) thirty pages, including resumes and the cover letter.

6.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.3 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure. The selected Company may need to team up with a professional civil engineer registered in the State of California.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.

- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

6.4 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project and examples of work showing format of ADT, classification, turning movement, certified speed surveys, and TI calculations.

6.5 References

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

6.6 Schedule

As counts requested by City staff, the selected Company shall provide a schedule consist of location names, duration of counts, date of counts, estimated cost based on contract agreement, and completion dates for each order of counts. The schedule can be in simple format and can be submitted by email. The selected Company shall be expected to begin work shortly after the contract is signed.

6.7 Cost Proposal

Provide the City with the unit costs for the count categories shown in the attached table. The cost shall include all expenses; conducting counts, performing all necessary analysis in the office to provide a complete result (including the cost of professional certification), travel time, equipment, equipment lost in the field, and personnel.

The cost proposal must be in a sealed envelope separate from the proposal.

7.0 PROPOSAL EVALUATION

The City Traffic Engineering Section of the Public Works Department will select a Company upon basis of the proposal content and cost. Initially, based on available funding, the contract will be awarded to conduct for locations that the certification has ended or will end soon. The City will reserve the right to award all or any portion of the attached “Estimated Quantities”. The selected Company must guarantee the rates in all categories for at least two (2) years. For work to be performed beyond the two years, a

new contract change order will be taken before the City Council for approval, if the selected Company agrees to retain the same rates and the total change order does exceed the Council limits. The Traffic Engineering Section staff will follow the Company selection schedule listed below but reserves the right to modify the schedule in any manner necessary to serve the best interest of the City. The Consultant Selection process will follow the tentative timeline shown below.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	July 20, 2023
Written Questions submitted by	August 10, 2023
Response to Written Questions	August 17, 2023
Proposals Due	August 21, 2023
City Council Approval	January 2024

7.1 Proposal Evaluation

This Request for Proposal is not an offer by the City to contract but is an invitation to interested parties to submit a proposal which the City may accept or reject at its sole discretion.

The City may invite the Companies for an interview upon evaluation of all proposals received. The Traffic Engineering Section staff will evaluate all proposals. This is a cost and proposal content qualification-based selection, so ranking will be in accordance with the attached Estimated Quantities table and proposal content – **Attachment A**. Evaluation of the proposals will be performed by the Traffic Engineering Section staff who will assess the qualifications, experience, strength of the Company, ability to perform the work, and the cost. Please allow for at least fifteen working days for City to review and rank the proposals.

8.0 PROJECT INVOICING AND COMPENSATION

The selected Company can submit payment requests as soon as the staff verified the accuracy of the counts. Payment requests shall include a detailed invoice of the costs incurred, how much is billed to date, and how much is remaining in the purchase order (PO) to date.

ATTACHMENTS:

Attachment A – Estimated Quantities Table

Attachment B – Instructions to Proposers

Attachment C – Sample Speed Survey