



**REQUEST FOR PROPOSALS  
PROFESSIONAL SUPPORT SERVICES  
FOR THE  
TRANSYNC TRAFFIC SIGNAL TIMING EVALUATION TOOL  
CITY PROJECT NO. WT15022**

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

**Date Issued: July 26, 2022**

**Date Proposals Due: August 17, 2022; 3:00 PM**

**Late Submittals Will Not Be Accepted**

## **1.0 INTRODUCTION**

The City of Stockton (City) is requesting proposals from professional consultants or authorized distributors to provide two-year, with optional additional two-year at City's discretion, professional service to supply licenses, support, and training for the TranSync suite of applications. The selected firm will also provide equipment for using TranSync in City vehicles. City Project Number WT15022. The funding source is local.

## **2.0 BACKGROUND**

TranSync is a tool for real-time diagnosis and evaluation of traffic signal timing plans. It is unique in that it allows users to record real-time video and GPS information over the time-space diagram. In April 2021, the City was provided with a trial period of the TranSync suite of applications: TranSync-M (mobile) and TranSync-D (desktop). The trial went well, and the City is now seeking to purchase licenses for TranSync. The City intends to use TranSync at first to optimize existing signal timing plans, then periodically to verify plans are still optimized. The City also plans to use TranSync in response to signal timing related citizen complaints. The City will also use TranSync in tandem with Synchro to develop and optimize new timing plans.

## **3.0 PROJECT DESCRIPTION**

The objective of this project is to hire a firm to provide the City with licenses, support, and training for TranSync for two years, with the option to renew for an additional two years at the City's discretion. The selected firm will also provide the City with iPads, mounts, and chargers for using TranSync safely and effectively in City vehicles.

The proposal shall be structured to accomplish the objectives of the project.

## **4.0 SCOPE OF WORK**

The selected firm would provide project management, coordination, service, and preparation of all required work, which will include, but is **not limited to** the following tasks:

- 4.1 Furnish three (3) TranSync licenses to the City. Each license shall allow the City to install and use both TranSync-M and TranSync-D for two-years. The City shall have the option to renew each license for an additional two-years. Deliverables shall include pertinent license information, such as serial numbers and activation/deactivation instructions.
- 4.2 TranSync Maintenance and Upgrades on workstations and mobile devices. The deliverables shall include updated manuals and related technical documents provided to the City.
- 4.3 On-call Support for TranSync. The firm shall provide key support personnel contact information to the City. VPN and/or phone support services shall be available 8 AM

to 4 PM PST, Monday through Friday. Email support should be available 24 hours a day.

4.4 One-time training on TranSync with option for an additional training upon renewal. Deliverables will include all training materials provided to the City.

4.5 Furnish two (2) each GPS enabled iPads, suction cup mounts, and cigarette lighter style chargers for using TranSync in City vehicles

## **5.0 PROJECT GENERAL INFORMATION**

### **5.1 Proposal Submissions**

Proposers shall email an electronic copy of the proposal to Jeffrey Aube at [Jeffrey.Aube@stocktonca.gov](mailto:Jeffrey.Aube@stocktonca.gov) and Miguel Mendoza at [Miguel.Mendoza@stocktonca.gov](mailto:Miguel.Mendoza@stocktonca.gov) no later than 3:00 p.m. on August 17, 2022.

**The Cost Proposal must be emailed, separately from the proposal, only to Miguel Mendoza at [Miguel.Mendoza@stocktonca.gov](mailto:Miguel.Mendoza@stocktonca.gov).**

Email subject line shall read, “**RFP – PROFESSIONAL SUPPORT SERVICES FOR THE TRANSYNC TRAFFIC SIGNAL TIMING EVALUATION TOOL, WT15022.**” Late electronic submittals will not be accepted.

***Late or submittal to the wrong address will not be accepted.***

### **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.

### **5.3 Proposal Questions and Requests for Clarification**

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

[Jeffrey.Aube@stocktonca.gov](mailto:Jeffrey.Aube@stocktonca.gov)

Requests for clarification shall be submitted at least four (4) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash 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.stocktonca.gov/services/business/bidflash/pw.html?dept=Public Works>

#### **5.4 Causes for Disqualification**

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

- A. Evidence of collusion among proposers.
- 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 process will, and shall be, just cause for disqualifications/rejection of proposer's proposal and considered nonresponsive.
- D. A proposer'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 proposer 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 Section 3.68.120 of the Stockton 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 to perform the proposed work.

#### **5.7 Confidentiality**

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
- Project Team
- Detailed Work Plan
- Examples of Experience with Similar Types of Work
- References
- Cost Proposal

Proposals shall be no more than 12 pages, including folders, covers, and resumes.

## **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 Project Team**

Describe your team organization including the qualifications of the prime firm and any sub firm. Provide an organizational chart of the proposed team structure. 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 to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes

## **6.3 Detailed Work Plan**

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

## **6.4 Examples of Experience with Similar Type of Work**

Provide examples of projects similar in scope and size to this project.

## **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 Cost Proposal**

Proposers shall email a cost proposal, separate from proposal, only to Miguel Mendoza at [Miguel.Mendoza@stocktonca.gov](mailto:Miguel.Mendoza@stocktonca.gov).

## **7.0 PROPOSAL EVALUATION**

The City of Stockton will follow the firm selection schedule listed below but reserves the right to modify the schedule in any manner necessary to serve the best interest of the City. Dates are tentative.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	July 26, 2022
Written Questions submitted by	August 10, 2022
Response to Written Questions	August 16, 2022
Proposals Due	August 17, 2022
City Approval	November 15, 2022

### **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. This is a cost and qualification-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (Attachment A). Evaluation of the proposals will be performed by a Selection Committee consisting of in-house staff and/or other department staff who will assess the qualifications, experience, strength of the Firm and ability to perform the work. Please allow for at least ten working days for City to review and rank the proposals.

### **7.2 Negotiations**

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Firm will not be disclosed or discussed with another Firm.

The selected Firm will be expected to enter into a Professional Services Contract with the City. Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to proceed cannot be paid by the City.

### **8.0 PROJECT INVOICING AND COMPENSATION**

The selected firm shall submit payment requests monthly. Payment requests shall include a detailed invoice of the costs incurred.

Compensation shall be paid no more frequently than once per month on a time and materials basis with a maximum not-to-exceed amount paid for each task of work completed.

#### **ATTACHMENTS:**

- Attachment A – Evaluation Scoring Sheet
- Attachment B – Instructions to Proposers