



CITY OF BELLEVUE



REQUEST FOR PROPOSAL RFP # 9050 Bellevue Advanced Traffic Management System

Issue Date: February 24th, 2009
Due Date and Time: April 2nd, 2009 @ 4:00 pm



REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by the City of Bellevue, Washington for:

RFP # 9050

Bellevue Advanced Traffic Management System

by filing with Contracting Services office of the Finance Department, Service First Desk, 450 110th Ave. NE, First Floor, Bellevue, Washington, 98004 until:

Date: **April 2nd, 2009**

Time: **4:00pm**

Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault.

Detailed Request for Proposal (RFP) information including general information, general terms and conditions, requested services, proposal requirements and evaluation process is available from the Contracting Services office located at the above address or by calling (425) 452-7876. The RFP is also available on the City's website at www.bellevuewa.gov, under "Departments", "Finance", "Bid Information" then "RFP Opportunities".

The City of Bellevue reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The successful party must comply with the City of Bellevue equal opportunity requirements. The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the City of Bellevue's equal opportunity requirements.

Dated this 24th day of February, 2009.

Jamie Robinson
Contracting Services Supervisor

Published: Seattle Times, February 24th & March 3rd
Seattle Daily Journal of Commerce, February 24th, & March 3rd



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Section 1. General Information

1.01 Introduction

The City of Bellevue is located three miles east of Seattle, between Lake Washington and Lake Sammamish, and about ten miles west of the foothills of the Cascade Mountains. The City's resident population of ~118,000 and daily workforce of ~185,000 make it Washington's fifth-largest city. Bellevue is a prosperous, increasingly diverse city. It has evolved from a "bedroom community" into the major economic and cultural center of the great Seattle Metropolitan Area's "Eastside." As is much of the Puget Sound area, Bellevue is also quickly becoming a center of international commerce.

Bellevue has developed its downtown core into a major business and retail center while maintaining the safe, comfortable family neighborhoods for which it has long been popular. The downtown is home to corporate centers such as Microsoft, Expedia, Kemper Development, and many others. Terrific public facilities include Bellevue Art Museum and Meydenbauer Center. More information can be found at www.bellevuewa.gov or www.bellevuedowntown.org.

1.02 Purpose of RFP

The City of Bellevue (the "City") is soliciting requests for proposals for the purpose of determining which of our present desired requirements for a new Advanced Traffic Management System (ATMS) system are existing commercial off the shelf (COTS) features and which would need to be developed, for evaluating current adaptive signal systems, including their applicability in Bellevue specifically, and to potentially procure and integrate the chosen system(s).

The City will expect the evaluation process to address cost of a base software system license, cost of workstation licenses, cost of required software modules, cost and timeline for installation of base system plus optional modules, necessary field hardware upgrades, detection system upgrades, ongoing support cost rates, training costs, upgrade costs, warranty period, and potential escrow agreement for source code to insure a true life cycle cost as a minimum.

The City is primarily interested in a system that, in its current version, most closely resembles the system described in this document. Any proposed development work to bring an existing system closer to the City's ideal may or may not be negotiated at a later date.

The City seeks to issue task order contract(s) that will work through the issues of evaluating current adaptive signal systems specifically for use in the City of Bellevue, evaluating optional modules for Closed Circuit Television, Dynamic Message Signs, Road weather information systems, arterial congestion map, etc. and installing/integrating the ATMS.

The City is very interested in reviewing proposed strategies for the evaluation of adaptive systems suitability in Bellevue. This work could range from site visits of existing similar systems, modeling the adaptive systems logic with our current roadway network and volumes, to actual installation and using floating car studies, etc for cost/benefit analysis. The City will focus on two areas initially, a linear corridor of approximately 10 signals and a portion of the downtown grid network (~17 signals) for the evaluation and/or integration effort. The selected system would be envisioned to be used at all coordinated signals eventually.

1.03 Background

Background information includes excerpts in quotes from the Bellevue Intelligent Transportation System (ITS) Plan. Also included are brief descriptions of the existing central systems hardware, currently installed field devices, and updated information compared to the Bellevue ITS Plan.

A copy of the Bellevue ITS Plan is available electronically in .pdf format through email request to mwhiteaker@bellevuewa.gov. The Bellevue ITS Plan was published in July 2004.



The City has an electronic equipment replacement fund so we currently replace 1/10th of our signal cabinets every year. All our CCTV, video transmission equipment, etc are also currently on the 10 year replacement cycle. The computer servers and workstations are usually on 3-4 year life cycles.

Bellevue ITS Vision

The City of Bellevue ITS program vision is to maximize the safety and efficiency of the City's transportation system for residents, business owners, and visitors to the City of Bellevue.

We are striving to design and build a system that integrates traffic control, traffic monitoring, and information services into a central ATMS. The integrated ATMS will provide opportunities for traffic congestion relief with more efficient movement of people, goods, and services throughout the city and region.

Building the integrated ATMS may include existing, upgraded, and new traffic signal control and monitoring hardware.

It also may include existing, upgraded, and new communications infrastructure.

Traffic monitoring upgrades and installations may include vehicle detection systems and video cameras.

Communications infrastructure upgrades and installations will connect all of the field devices, including traffic signal controllers, traffic monitors, and video cameras, typically to City Hall for remote control and data exchange.

Finally, information services consist of the delivery of raw or processed field device data through Advanced Traveler Information Systems (ATIS) to users of the transportation network, partner agencies or jurisdictions, and stakeholders.

Existing Central Systems

The Bellevue ITS Plan also includes the following statements about existing hardware. These statements are supplemented with descriptions of the hardware sufficient to determine if a proposed ATMS application will currently support or require development to meet the Bellevue ATMS desired requirements.

The City currently has two central signal systems in operation, Computran MTCS (160 signals) and Siemens i2TMS (6 signals). We are currently converting more intersections to the i2TMS system as communication upgrades are finished.

Field Devices

Existing field devices currently include various types of traffic signal controllers, induction loops, vehicle detection video cameras, pan-tilt-zoom (PTZ) traffic video cameras, signal conflict monitors, transit signal priority (TSP), and emergency vehicle preemption (EVP).

Signal controllers in Bellevue are ASC/2 controllers manufactured by Econolite. They are running 34552v180 with 34563v110 (P90 protocol module) on the UTCS system or 35902v107 NTCIP with TSP on the i2TMS system. We currently have 15 Econolite ASC/3 controllers but none are currently deployed.

Fourty three PTZ cameras are centrally controlled using Cohu Netcams software and Cybermation System6 video matrix switch. RS422 connects the PC software to Vicon distribution to the cameras for PTZ control. Camera equipment is currently transported using IFS transceivers over either Multimode or Singlemode Fiber Optic cable. At City hall we currently encode 15 cameras with Pelconet 350 units for network access for other City functions.

Signal conflict monitors are EDI/Econolite model MMU-16LE or Reno model MMU-1600G. Communications will be through Ethernet once communication upgrades are finished.

TSP is provided using a combination of equipment to relay information from buses and the schedule database to a logic unit installed in intersection controller cabinets. The logic units are McCain Transit Priority Request Generators (TPRG). Bellevue currently has three locations with TSP, however 12 more are funded to support the Bellevue-Redmond RapidRide BRT through an agreement with King County Metro. In addition, Sound Transit recently received voter approval for a Light Rail line through Bellevue (Seattle to Overlake/Redmond).

EVP units are 3M/GTT 754. Communication currently is using ITS Link software.

Vehicle detection currently during construction or other short term situations is typically Traficon VIP cards in controller cabinets or MS-Sedco Microwave TC26-B units.

Fiber Optic Communications Medium

Communications for field devices from the traffic management center are moving to single mode fiber typically, although we may have some corridors on Multi-mode fiber. Individual fiber strands are typically cabinet to cabinet, with some locations using a drop cable spliced to a trunk line at a vault or patch cabinet. Communication architecture is typically a ring with some tree limbs as needed. The ring may have cross-connects between rings. The City has completed the CDB and Rapidride corridor fiber network. The rest of Overlake and Factoria fiber contracts are currently in the bid process.

At most intersections, there are six fibers terminated in each direction. We typically are currently using only two for the signal system switches (2 in, 2 out). The ring intersections typically are on Ruggedcom RS900 family fiber switches, with some limb intersections on Ruggedcom EoVDSL switches over our older copper cabling.

Central Servers and Databases

Servers housed within City Hall connect to the Signal Ethernet network through the COB IT Network. There are three *main i2TMS* servers:

1. i2TMS Application server
2. i2TMS Communication server
3. Enterprise wide SQL database server (COB IT).

The Computran system has two servers, a primary and a backup server. The servers communicate through FSK modems and mostly agency owned copper TWP cabling with 32 independent communication channels. Two "lines" are through leased circuits from Qwest and two lines are using GDI fiber modems as FSK bridges.

Central Workstations

ATMS workstations interface with the ATMS servers allowing interactive functionality with field devices. They are currently running Microsoft Windows XP Professional.

Video Support Equipment

The traffic video cameras are Cohu PTZ cameras. Bellevue currently has 43 cameras that are a mixture of 3850, 3920, 3950, 3960 and 3980 series.

Traffic camera images are routed through a Cybermation System 6E video matrix switch. Up to 9 camera feeds are routed through a Christie Digital FRC-5100 video wall controller and displayed on three CS70-D100U cubes at the TMC.

1.04 Definitions

City The City of Bellevue, Washington, and its departments.

City's Website www.bellevuewa.gov



Contract	The agreement to be entered into for services between the City and the successful party who submits the proposal accepted by the City.
Contractor	Firm or individual selected to enter into a contract with the City. Often used interchangeably with "successful party".
Proposing party	The firm or individual submitting the proposal.
RFP	This Request for Proposal, including any amendments or other addenda hereto.
Selection Committee	The RFP Selection Committee is comprised of the RFP Coordinator (defined in Section 1.05) and other City staff.
Successful party	The firm or individual awarded the contract.
Vendor	The firm or individual selected for providing and supporting the actual software code; typically will be the North American representative of an international firm.

1.05 RFP Coordinator/Communications

Upon release of this RFP, all communications should be directed in writing to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

RFP Coordinator for this RFP will be:

Name: Mike Whiteaker
Address: City of Bellevue
Street - 450 110th Ave. NE, Bellevue WA 98004
Mailing - P.O. Box 90012, Bellevue, WA 98009-9012
Telephone: 425-452-4230
E-mail: mwhiteaker@bellevuewa.gov

1.06 Preliminary Schedule

These dates are estimates and are subject to change by the City.

Event	Date
Release RFP	February 24, 2009
Questions (if any) Due	March 12, 2009
Answers to RFP questions published to web site	March 23, 2009
Proposal Responses Due	April 2, 2009
Proposal Evaluation Complete	April 9, 2009
Announce Apparently Successful Party	Approximately April 13, 2009
Complete Contract Negotiations	May 2009
New Contract in Place for Task 1	June-2009
New Contract in Place for Task 2	*TBD
New Contract in Place for Task 3	*TBD
New Contract in Place for Task 4	*TBD



1.07 Response Format

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP.

Proposals must be submitted in the format specified below. Please provide responses in the format provided. Proposals that deviate from this format may be deemed non-responsive.

1.08 Completeness of Proposal

Proposals shall include the Proposal Form (Form #1) signed by a representative authorized to bind the proposing party contractually. This statement must identify any exceptions that the proposing party takes to the City's RFP, or declare that there are no exceptions taken to the RFP.

1.09 Proposal Response Date and Location

Proposals must be submitted to the City of Bellevue's Service First Desk no later than 4:00 PM on April 2nd, 2009 Pacific Standard Time. The Official Clock for submissions is located at the Service First Desk (address listed below). All proposals and accompanying documentation will become the property of the City and will not be returned. Faxed proposals will not be accepted. The proposing party accepts all risks of late delivery of mailed proposal regardless of fault.

The Contracting Services office may be contacted at:

Office Location

Bellevue City Hall
450 110th Ave. NE
Fifth Floor
Bellevue, WA 98004
Ph: (425) 452-7876

Mailing Address

City of Bellevue
Finance Department/Contracting Services
PO Box 90012
Bellevue, WA 98009-9012

1.10 Required Number of Proposals

Five (5) completed proposals must be received by the date and time listed in Section 1.09. The City, at its discretion, may make additional copies of the proposal for the purpose of evaluation only. The original proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature.



Section 2. Terms and Conditions

2.01 Questions/Clarifications Regarding the RFP

No oral interpretation or clarification will be made as to the meaning of RFP documents except as provided for in Section 1.05 of this RFP. Written requests for interpretation/clarification shall be addressed to the RFP Coordinator.

2.02 RFP Addendums

The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website. It is the proposing party's responsibility to confirm as to whether any addenda have been issued.

2.03 Withdrawal of Proposal

Proposals may be withdrawn at any time prior to the submission time specified in Section 1.09, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

2.04 Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities in the submittal and evaluation process, and to accept any proposal deemed to be in the best interest of the City.

2.05 Proposal Clarifications and Modifications

The City reserves the right to request that any proposing party clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal.

2.06 Proposal Validity Period

Submission of a proposal will signify the proposing party's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal may become part of the contract that is negotiated between the City and the successful party.

2.07 Proposal Signatures

- 1) An authorized representative must sign proposals, with the proposing party's address, telephone and email information provided. Unsigned proposals will not be considered.
- 2) If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.
- 3) If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- 4) If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- 5) The City reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

2.08 Contract Negotiation

The City reserves the right to negotiate all elements of the requirements, submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the City.



2.09 Public Records

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.

2.10 Business Registration and Taxation

The successful party will be subject to City of Bellevue Business Registration and Business Taxation as presented in the Bellevue City Code. Questions about the City's Business and Occupation (B&O) tax should be directed to the City's Tax office at (425) 452-6851.

2.11 Non-Endorsement

The successful party agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

2.12 Non-Collusion Certificate

The proposal submitted for this RFP shall include the Non-Collusion Certificate (Attachment "A").

2.13 Insurance Requirements

The successful party shall maintain insurance that is sufficient to protect their business against all applicable risks, as set forth in the city's Standard Insurance Requirements (**Attachment "B"**). Please review insurance requirements prior to submitting a proposal. If successful party is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the city.

2.14 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, se shall review coverage with the City's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

2.15 Equal Opportunity Requirements

The City is an equal opportunity employer and requires all successful parties to comply with policies and regulations concerning equal opportunity (Attachment "C"). The successful party, in the performance of the contract, agrees not to discriminate in its employment because of the employee's or applicant's Of race, color, creed, sex, age, nationality or disability. The requirements of Bellevue City Code Section 4.28.143 entitled "Equal Opportunity", provided to the successful party with the Request for Proposals, are hereby incorporated herein, and shall be binding on the successful party.

2.16 Title VI

It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

2.17 Compliance with Laws and Regulations

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the successful party shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety



and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

2.18 Ownerships of Documents

Any reports, studies, conclusions and summaries prepared by the successful party shall become the property of the City.

2.19 Confidentiality of Information

All information and data furnished to the successful party by the City, and all other documents to which the successful party's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

2.20 Indemnification

The successful party shall hold harmless, defend, and indemnify the City and the City's officers, agents, and employees against any liability that may be imposed upon them by reason of the successful party's failure to provide compensation coverage or liability coverage.

2.21 Cooperative Purchasing

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Inter local Joint Purchasing Agreement with the City of Bellevue may also wish to procure the goods and/or services herein offered by the successful party. The successful party shall have the option of extending its offer to the City of Bellevue to other agencies for the same cost, terms and conditions.

The City of Bellevue does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. The City of Bellevue accepts no responsibility for the performance of the successful party in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the successful party for other public agency purchases.



Section 3. Requested Services

3.01 Qualifications

This project will require the selected consultant(s) to have the following qualifications:

- o Previous experience working with advanced traffic management systems including traffic adaptive component.
- o Demonstrated experience with local agencies to help determine signal system requirements.
- o Demonstrated experience conducting traffic adaptive and traffic responsive evaluations.
- o Demonstrated experience with local agencies in developing bid package for or actually procuring advanced traffic management systems.
- o Ability to meet required deadlines as demonstrated by prior ATMS project history.

3.02 Duration of Services

It is the intent of the City to enter into a contract for Task one and commence work by early June 2009. At the City's option, we may negotiate additional contracts for any or all of the remaining required Tasks listed in this RFP with one or more Consultants at the City's sole discretion. The project schedule anticipates completion of all Tasks by the end of 2011.

3.03 Company Information

The forms referenced below must be submitted with the proposal. Those areas that do not apply to your proposal, **please mark with an N/A - do not leave any space blank.**

Proposal Form – Complete **Form #1**

Company Information – Complete **Form #2**

Client References - Complete **Form #3**

3.04 Performance Expectations

If the proposing party has had a contract terminated for default during the past five (5) years, all such incidents must be described. "Termination for default" is defined as notice to stop performance due to the proposing party's non-performance or poor performance, and the issue was either (a) not litigated; or (b) litigated and such litigation determined the proposing party to be in default.

Submit full details of all terminations for default experienced by the proposing party during the past five (5) years, including the other party's name, address and telephone number. Present the proposing party's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the proposing party.

If the proposing party has experienced no such termination for default in the past five (5) years, so declare.

If the proposing party has had a contract terminated for convenience, non-performance, non-allocation of funds or any other reason, which termination occurred before completion of the contract, during the past five (5) years, describe fully all such terminations, including the name, address and telephone number of the other contracting party.

3.05 Compensation

Present detailed information of the proposed fee schedule for the requested scope of services and for any variation for services not identified in the scope of services. Please complete a table similar to Attachment "D" showing projected hours for each subtask for major staff. Please provide wage rates for all staff that are anticipated to work on the project through Tasks 1 and Task 2. Please provide specifics for all proposed services not originally identified in the requested scope of services.



Payment by the City for services will only be made after the services have been performed, an itemized billing statement has been submitted in a format specified by the City which shall specifically set forth the services performed, the time period the services were performed, the name of the person(s) performing such services, and the hourly labor charge rate for such person (if applicable). Payment shall be made thirty (30) days from the date of invoice. Any unauthorized work outside of final contract scope of services will not be paid

3.06 Timeline

Proposals shall include a timeline showing when major milestones for each major task and subtasks will be completed. The contractor shall provide preliminary proposed timelines for all tasks in the RFP, even though the City may or may not elect to negotiate a contract for each task with the contractor.

3.07 Scope of Services

This RFP addresses the need to enhance existing traffic responsive signal timing logic and/or evaluating and deploying a traffic adaptive control system on the heavily traveled corridors. The intent is to reduce cycle lengths to improve pedestrian conditions while also minimizing stops and delay for vehicles.

The Contractor shall complete the following tasks:

- Develop System requirements and research potential systems.
- Evaluate traffic adaptive control systems with their applicability to the City of Bellevue needs.
- Prepare engineering plans, estimates, and specifications, for construction of any communication, vehicle detection and signal infrastructure modifications necessary to implement a traffic adaptive and/or updated traffic responsive system in the selected areas.
- Provide and support the installation of the selected traffic adaptive and/or responsive system. Provide ancillary preliminary engineering, system engineering, and integration of adjacent signalized intersections to optimize coordination within the Factoria Blvd. corridor. Provide ancillary preliminary engineering, system engineering, and integration of adjacent signalized intersections to optimize coordination within the Downtown grid area.
- Provide ancillary preliminary engineering, system engineering, and integration of adjacent signalized intersections within other sections of Bellevue in an orderly and manageable fashion.

STATEMENT OF WORK - GENERAL REQUIREMENTS:

Project Delivery Philosophy:

- i. Contractor commits to oversee and direct the design of the Project to obtain the greatest long-term value for the City of Bellevue, and which reflects the prudent expenditure of public funds within the constraints of the Project program, context and budget. Bellevue currently believes it has enough detection for some adaptive systems, but does not have enough or in the desired location for others. One of the primary purposes of this RFP is to determine which adaptive system(s) can best support Bellevue's needs in a fiscally responsible manner. For those systems that need considerable detection changes, are there significant advantages to offset the increased costs? While not preferred, we recognize that some systems may perform better in linear corridors and others in traditional downtown grid systems so the evaluation may not result in a single best system for the entire City.
- ii. The City adheres to the following guiding principles for the acquisition of Technology Applications, and will incorporate them into the evaluation of the RFP's:
 - Applications acquired should fit into the enterprise goals, implementation and IT vision as determined by the governance committee. Since departments are stewards for significant systems and data, it is mission critical that all systems and data generated therein comprise an IT



management portfolio that needs to be managed in the interests of the whole City.

- Applications being considered must meet IT standards and architecture to reduce incompatibilities, control support costs, and optimize IT supportability. New software systems should facilitate this as well as reduce risk, eliminate redundancy and ensure consistency.
- The City prefers systems with Open Architecture which will enhance application accessibility from within disparate departments, ODBC connectivity with desktop applications, and be able to interoperate with other applications internally as well as external applications (e.g. cities, county, state, etc). Industry integration standards for the City's current environment include NTCIP, XML, COM, SOAP, and UDDI. Open applications should also provide Open API, or hooks to other applications. Interoperability will be a key decision-making criteria in the acquisition process.
- An application vendor's corporate viability and product viability will be assessed in order to support the development of a long-term relationship between the City and Vendor in order to have operational consistency in successfully supporting business processes.
- Applications should not have architecture or licensing limitations that would inhibit our ability to host data or provide business services to other government entities. Applications should be scalable and extensible to easily meet the demands for hosting.

Project Cooperation:

Any Contractor tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity as described in this SOW shall be subject to the following guidelines:

1. At the first indication of non-cooperation, the Contractor shall provide written notice (email acceptable) to the City Contract Administrator of the specific acts or inaction indicating non-cooperation and of any deliverables that may be delayed due to such lack of cooperation by other entities referenced in the statement of work.
2. The City Contract Administrator shall contact the non-cooperative entity(s) to discuss the matter and attempt to correct the problem and/or expedite items determined to be delaying the Contractor/project.

Deliverables Overview:

Notwithstanding the City's approval for involving certain subcontractors with respect to particular tasks within this Statement of Work, Contractor shall be responsible for completing all tasks and providing all deliverables required by this Statement of Work, unless specifically identified as a City of Bellevue responsibility. It is recognized that the contractor will potentially need to involve the shortlisted system vendors to obtain the necessary intellectual property and/or calibration services as subcontractors to perform task 2 depending on the agreed upon evaluation method. The contractor shall provide a listing of all contracts in the last 5 years where they performed an evaluation of an adaptive system or have had another contract or business arrangement with any of the preliminary listed systems in Task 1.

All documents prepared by Contractor pursuant to this agreement shall be property of the City of Bellevue. Contractor may retain copies for its records. Reuse of work product created by Contractor for a purpose not originally intended by parties shall be at the sole risk of such user.

- All draft and final versions of graphics-based deliverables (maps, plans, drawings, etc.) and text-based deliverables (reports, memorandums, specifications, etc.) shall be provided electronically (in a format approved by the City) as well as hard copies.
- Text-based deliverables shall be delivered electronically in MS Word.

STATEMENT OF WORK - DETAILED PROJECT TASKS:



TASK 1 – System Requirements & Research

Contractor shall participate in up to 5 meetings with Agency appointed technical advisory committee.
Contractor shall:

- Schedule meetings.
- Prepare agendas.
- Attend and lead discussions on system requirements.
- Record and distribute meeting minutes and document decisions.
- Work with Agency to identify and prioritize evaluation criteria and methodology.
- Short-list Adaptive systems for further evaluation.

Contractor shall facilitate the meetings to verify existing conditions and systems, define essential, desired and optional system requirements, refine evaluation methodology, fully understand current operational policies/capabilities and answer key questions as they arise.

Bellevue's current Concept of Operations is a hybrid Traffic responsive/adaptive system. We would like the system to be able to automatically choose between free, adaptive and pre-determined timing plans based on typical traffic responsive procedures (based on data not Time of Day).

Key operational functions for new systems for the evaluation to potentially consider:

- System ability to run free below a set threshold
- System ability to run adaptive between low and high thresholds
- System ability to run set timing plan or offset plans above high threshold.
- System ability to run free, TOD, traffic responsive or adaptive by TOD or manual on section by section basis.
- Ability of system to operate with TS1 style cabinets (one input for all phase x loops) and TS2 style cabinets (each channel can be seen by controller). Especially at signals with multiple lanes and uneven lane usage.
- Protected/permissive left turn (FYA) by either TOD or monitoring of congestion/headway values. Can select permissive only, pro/per or protected only.
- Mid-block pedestrian crossing integration that may include Hawk Signals in the future.
- Leading pedestrian intervals at select locations.
- Pedestrian not overlap support
- Pedestrian re-service or rest in walk capabilities under coordination.
- Extended push button support (changes FDW duration)
- Interaction with WSDOT ramp meters. Shorter phase splits when meter is on.
- TOD lane restrictions/closures (typical for construction zones)
- Congestion based lane restrictions (thru/right to thru only) based on thresholds.
- Transit Queue jump logic support
- Support for arterial flow map, data capture and smoothing
- Ability to Lead/Lag phases (TOD or preferably adaptively by data).
- Conditional service or re-service
- Periodically assign intersections with similar cycles (Dynamic sections)
- Alternate cycle coordination (not mandatory ½ cycle: could be 60/40, etc.)
- Mainline double service for split phased side street (1/5, 2/6, 3, 2/6, 4) etc
- Localized script logic:
 - o Queue pre-empt for freeway ramps
 - o Major event releases (Church exodus....if Sunday and det 30 occupancy is 40%, increase split drastically)
- System should be able to export "average" cycle lengths, offsets and splits to Synchro (or suitable generic format) for selectable timeframes.
- Emergency vehicle or Light Rail pre-emption/priority routines.



Contractor shall research up to five (5) traffic adaptive control systems in-depth and assess applicability to the Factoria Blvd corridor and CBD Downtown grid. A preliminary list of adaptive systems includes:

Rhodes; OPAC; SCOOT, SCATS, ACS-Lite.

Deliverables:

Participation in technical advisory committee meetings.

Documentation of meetings and site visits by email within five (5) working days.

Prepare a Technical Memorandum summarizing the preliminary adaptive systems, evaluation goals and approach recommendation of technical advisory committee.

TASK 2 - Evaluate Traffic Adaptive Systems

Contractor shall evaluate the traffic adaptive control systems shortlisted in Task #1 and assess applicability to the Factoria Blvd corridor and Downtown grid. We may agree to an evaluation of a subset of the entire downtown as the traffic characteristics are similar in the North half and South half. There are approximately 40 priority intersections in the downtown out of 50 total.

Contractor shall:

- Estimate and compare benefits of a traffic adaptive versus traffic responsive strategy.
- Recommend a strategy to be implemented on the Factoria Blvd and Downtown Grid.
- Evaluation shall consider Transit Signal Priority capabilities
- Evaluation shall consider Emergency vehicle/Light Rail pre-empt/priority capabilities.
- Evaluation shall consider transition methodology (recovery from pre-empt)
- Evaluation shall consider other key operational functions from Task #1 as approved by technical advisory committee.
- Make necessary travel arrangements to visit operational adaptive systems identified from Task #1
- Evaluation of any hardware, cabinet, wiring or detection changes necessary from existing.
- Evaluation of the adaptive system with current detection locations.
- Evaluation of the adaptive system with the vendor/contractor recommended detector locations. (Trying to determine the benefit/cost ratio)
- Evaluation of life cycle costs of the system (software license costs, workstation license costs, yearly maintenance contract costs, Base system costs, optional module costs)
- Support for TMC components, DMS, CCTV, HAR and RWIS devices.

Deliverable: Technical Memorandum summarizing alternatives analysis, evaluation results, necessary hardware or detection changes, lifecycle costs and recommendation of technical advisory committee.

TASK 3 - System Engineering, Procurement & Integration

Contractor shall provide preliminary engineering/project development for construction of infrastructure necessary to implement the advanced traffic management system(s) in the selected areas. The contractor shall procure and install any necessary software for installation on City servers and clients. The Contractor shall integrate the various systems and perform any setup programming and/or calibration necessary to provide a complete and properly functioning system, including customized graphics.

The initial installation shall focus on the evaluated areas in the Factoria Blvd and Downtown grid.

Once these areas have become operational to the City's satisfaction, the Contractor will shift focus to expanding the system to the rest of the Downtown grid.

Infrastructure upgrades:

Contractor shall:

- Identify operating strategy including subsystem configurations (modifications to existing and/or new installations) and system loop placements for the system expansion.



- Prepare Plans, Specifications, & Estimates (PS&E) for any infrastructure construction.
- Submit PS&E for agency reviews and approvals at the 70% and 95% levels.
 - a. 70% Plan Review - Preliminary plans showing title sheet, general notes, special/standard detail drawings, as well as a design layout including street names, legend, scale, north arrow, City of Bellevue project number, equipment locations, communications sizing and routing, power distributions, apparent utilities (both underground and overhead), and rights-of-way as necessary.
 - b. 95% Plan Review - Final Contractor plans must incorporate appropriate agency review comments from the 70% plans review. In addition, these plans must include a project summary sheet (Summary of quantities), special provisions, an Engineer's cost estimate.
 - c. The Contractor shall incorporate comments from the 95% review, and submit electronic plan sets, and 1 set of full size mylar plans, 1 full set of half size plans, specifications, and engineer's estimate to the City of Bellevue.
- Shall work closely with City of Bellevue IT staff and project manager to determine central system server requirements. It is expected the servers will meet the current City IT standards to be fully supported by the City's IT department.
- Shall work closely with City of Bellevue IT staff and project manager to determine any necessary changes to communication design or network operations/settings.

Signal Timing:

Data Collection - Data collection for the signal timing may require turning movement counts, saturation flow rate studies, and 24-hour counts at selected locations, queue data, verifying turn lane lengths, intersection geometry. To assist in this task the City of Bellevue has a citywide Synchro model, turning movement counts (PM every year, AM and Noon are within last 3 years typically) and yearly screen line counts.

System Coding, Calibration and Timing Optimization - The Contractor shall use signal optimization software (TRANSYT-7F, Synchro/SimTraffic, Vissim, Paramics, etc) to determine optimum subsystem configurations, signal splits, offsets and cycle lengths for subject intersections. The City currently uses approximately 12 timing plans for selection through it's existing traffic responsive system. These plans should be reviewed and modified as necessary to create the TOD and/or Traffic responsive features of the new system. Additional plans may be required as deemed necessary.

Implementation and Fine Tuning - The Contractor shall prepare the required signal timing tables. The signal timing data must be in a format ready for implementation into the local intersection controller. The Contractor shall work with City of Bellevue staff to integrate the timing with the controllers and system database.

Central System - The Contractor shall install the required software on City of Bellevue provided servers. The contractor shall program, configure and commission the central system in a complete and fully operational system. The Contractor will provide a customized graphical map interface.

Contractor shall fine tune field observations and suggested changes that could be made to better optimize system performance.

System Integration:

Contractor shall:

- Identify controller and controller software upgrades where needed.
- Identify where system loops are needed as part of the infrastructure construction contract.
- Configure those system detectors and establish count stations.
- Prepare system map, local intersection maps and section maps to be included in the system graphics database.

System Training:

Contractor shall provide training for the new system. We are flexible in the organization of the training to match what the contractor has determined to work best for most agencies. We provide the list below as a starting point for determining actual training requirements:



- Provide training covering normal system operation and tools available to fine tune the system.
- Creating scripts/routines/etc. that can modify the operation via testable statements, etc.
- Process to add new intersections to the system including graphics.
- Process to add new sections to the system including graphics.
- Database administration and system maintenance requirements.

Engineering Support for Communication Implementation:

Contractor staff shall be available to assist during communications implementation. This includes clarification of design and implementation issues and review of relevant communications testing procedures and acceptance tests of the system.

Deliverables Furnished by Contractor

Deliverables furnished by Contractor to City of Bellevue Contract Administrator (or designee) include, but are not be limited to:

- Two hard copies and one electronic copy of final report; final report shall include traffic counts, time-of-day, traffic responsive, and traffic adaptive schedules, summary of project benefits, benefit/cost worksheets, timing sheets, and system loop configuration.
- Electronic and two printed copies of complete drawings (half size), 11" x 17", unless another format is required.
- Special provisions and engineer's cost-estimate.

TASK 4 - System Expansion & Integration

The contractor will then work with City of Bellevue staff to determine the next logical section(s) to expand the system to obtain the highest benefit. This task may take place over a couple year timeframe as we must learn to operate the system, before adding too many new sections to the system.

Infrastructure upgrades:

Contractor shall:

- Identify operating strategy including subsystem configurations (modifications to existing and/or new installations) and system loop placements for the system expansion.
- Prepare Plans, Specifications, & Estimates (PS&E) for any infrastructure construction.
- Submit PS&E for agency reviews and approvals at the 70% and 95% levels.
 - a. 70% Plan Review - Preliminary plans showing title sheet, general notes, special/standard detail drawings, as well as a design layout including street names, legend, scale, north arrow, City of Bellevue project number, equipment locations, communications sizing and routing, power distributions, apparent utilities (both underground and overhead), and rights-of-way as necessary.
 - b. 95% Plan Review - Final Contractor plans must incorporate appropriate agency review comments from the 70% plans review. In addition, these plans must include a project summary sheet (Summary of quantities), special provisions, an Engineer's cost estimate.
 - c. The Contractor shall incorporate comments from the 95% review, and submit electronic plan sets, and 1 set of full size mylar plans, 1 full set of half size plans, specifications, and engineer's estimate to the City of Bellevue.

System Integration:

Contractor shall:

- Identify controller and controller software upgrades where needed.
- Identify where system loops are needed as part of the infrastructure construction contract.
- Configure those system detectors, and establish count stations.
- Prepare system map, local intersection maps and section maps to be included in the system graphics database.



The Contractor shall integrate the various systems and perform any setup programming and/or calibration necessary to provide a complete and properly functioning system, including customized graphics.

Signal Timing:

Data Collection - Data collection for the signal timing may require turning movement counts, saturation flow rate studies, and 24-hour counts at selected locations, queue data, verifying turn lane lengths, intersection geometry. To assist in this task the City of Bellevue has a citywide Synchro model, turning movement counts (PM every year, AM and Noon are within last 3 years typically) and yearly screen line counts.

System Coding, Calibration and Timing Optimization - The Contractor shall use signal optimization software (TRANSYT-7F, Synchro/SimTraffic, Vissim, Paramics, etc) to determine optimum subsystem configurations, signal splits, offsets and cycle lengths for subject intersections. The City currently uses approximately 12 timing plans for selection through its existing traffic responsive system. These plans should be reviewed and modified as necessary to create the TOD and/or Traffic responsive features of the new system. Additional plans may be required as deemed necessary.

Implementation and Fine Tuning - The Contractor shall prepare the required signal timing tables. The signal timing data must be in a format ready for implementation into the local intersection controller. The Contractor shall work with City of Bellevue staff to integrate the timing with the controllers and system database.

3.08 Submittal Requirements

Responses to this Request for Proposals should include the following information:

- 1) Cover Letter/Statement of Interest – Describe the firms interest in offering these services and highlighting its qualifications to perform this project;
- 2) Proposal Form – **Form #1**
 - Provide a general statement, overview and/or outline of RFP submittal contents.
 - Please note any exceptions that you will be taking to this RFP including Performance Exceptions (Section 3.03), proposed changes to requested insurance requirements, and proposed changes to Professional Services Agreement template (if any).
 - The form must be signed by the representative authorized to bind the proposing party contractually.
- 3) Company Information – Complete **Form #2**
- 4) Client References – Complete tables on **Form #3**
- 5) Qualifications – Describe the firms qualifications as outlined in Section 3.01
- 6) Resume's of key personnel who would be assigned to this contract;
- 7) Timeline – Include a proposed project schedule as described in Section 3.05
- 8) Scope of Services – Section 3.07
Describe your proposed approach to the requested service areas.
- 9) Compensation – See Section 3.05
- 10) Attachments:
Please provide the following as attachments to your proposal:
 - A. Non-Collusion Certificate (**Attachment "A"**).
 - This certificate must be notarized.
 - B. Insurance Requirements (**Attachment "B"**).
 - Please provide evidence of insurance in the required amounts.



- C. Equal Opportunity Requirements (**Attachment "C"**).
 - Please complete and sign the Affidavit of Equal Opportunity Compliance form.
- D. Project Approach Chart (**Attachment "D"**)



Section 4. Proposal Evaluation

4.01 Evaluation Procedures

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a proposal and how well the proposal meets the needs of the City. In evaluating the proposals, the City will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.02. All proposals will be evaluated using the same criteria and possible points.

4.02 Scoring and Evaluation Factors

Evaluations will be based on criteria as below. All proposals will be evaluated using the same criteria and possible points.

Evaluation Criteria	Possible Points
Responsiveness/Completeness of Proposal (i.e., were all the forms completed and everything included that was required by the RFP)	10
Experience/Qualifications (i.e., experience working with adaptive signal control; experience evaluating traffic signal operations; experience evaluating ATMS central systems; experience working with municipalities; ability to successfully complete previous projects with similar scope of services on time and on budget; ability to successfully work with City staff; qualification and experience of key personnel assigned to this project, references)	25
Scope of Services (i.e., did the proposal show an understanding of what it will take to successfully achieve the goals and objectives of the requested services; did the proposal offer any revisions and/or modifications to the draft Scope of Services that would better serve the City)	25
Supportive Resources (i.e. Demonstrate Proposer's resources allocated to each given task of the proposed scope of work (<i>examples: computer equipment or software, administrative or technical support, adequate relationship with the adaptive system providers, signal test lab at facility, controller to computer modeling interface experience (hardware in the loop)</i>))	15
Budget (i.e., Does the budget seem reasonable for the scope of services proposed; does the budget provide the City good value. Is the proposed timeline show contractor is able to commit resources and complete tasks in an expedient manner.)	25
Total Points Possible	100

4.03 Presentations, Committee Interviews and/or Additional Information/Reviews

After the proposals are evaluated, the Selection Committee will determine whether formal presentations and interviews are necessary, and if so, which parties may be invited to make a formal presentation and/or sit for a panel interview with the Selection Committee. The City may choose not to require formal presentations or interviews. The City may choose to contact officials from other jurisdictions regarding the proposing party, their prior work experience and their ability to successfully complete the scope of services. The City may request clarification or additional information from a proposing party in order to assist in the City's evaluation process. Finally, the City may require changes in the scope of services as deemed necessary by the City, before execution of the contract.



4.04 Final Selection

The Selection Committee will formulate their recommendation for award of the contract and forward their selection to the City Council for approval.

4.05 Contract Award and Execution

The City reserves the right to enter into a contract without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the proposing party can offer. A sample Professional Services Agreement is provided on the City of Bellevue website at www.bellevuewa.gov under "Find => Bid Information => Document Library => Contract Documents => "Professional Services". Please review contract prior to submitting a proposal.

The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract.

The RFP document and the successful party's proposal response, as amended by agreement between the City and the successful party, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the City may verify the successful party's representations that appear in the proposal. Failure of the successful party to perform as represented may result in elimination of the successful party from competition or in contract cancellation or termination.

The successful party will be expected to enter into a contract with the City. If the successful party fails to sign the contract within fourteen (14) business days following the delivery of the contract documents, the City may elect to negotiate a contract with the next-highest ranked party.

The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.



Proposal Form #1

To : City of Bellevue

From: _____ Company Name

_____ Company Address

_____ City, State, Postal Code

_____ Telephone Number

_____ Email Address

1. Proposal:

Provide a general statement, overview and/or outline of RFP submittal contents:

2. Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the City's Request for Proposal.

Signed: _____

Dated: _____

Title: _____



Company Information Form #2

Company Name: _____

Home Office Address: _____

Washington Business Address: _____

Website Address: _____

Name, Title, Address, Telephone Number, FAX Number and Email Address of the person to be contacted concerning the proposal:

If Applicable, Name of the Parent Company:

Home Office Address, Telephone Number and Website Address of the Parent Company:

Describe the parent company's relationship with the proposing party:

If applicable, does the person signing the proposal have the authority to sign on behalf of the proposing party?

_____ Yes

_____ No

Names of companies that will share significant and substantive responsibilities with the proposing party in performing the scope of services under the contract:

Attach to this form, and label appropriately, documentation showing that the proposing party is duly organized and validly existing as a corporation or partnership in good standing, and licensed to do business in the City. If the proposing party is not licensed to do business in the City, then they must provide a sworn statement that it will take all necessary actions to become so licensed if selected as the successful party.



Client References Form #3

Client References #1

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #2

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #3

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No



Attachment "A"

NON-COLLUSION CERTIFICATE

STATE OF _____)
SS.

COUNTY OF _____)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the City of Bellevue for consideration in the award of a contract on the improvement described as follows:

Bellevue Advanced Traffic Management System

(Name of Firm)

By: _____
(Authorized Signature)

Title _____

Sworn to before me this _____ day of _____ 2009.

Notary Public

CORPORATE SEAL:

Attachment "B"

Insurance Requirements

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Insurance:

- Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/
\$2,000,000 annual aggregate.
- Business Automobile Liability Coverage with limits not less than \$1,000,000 per accident for any auto.
- Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
- Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Additional Insurance:

- Consultant's Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.
- Employee Dishonesty including an endorsement for third party coverage with limits not less than \$1,000,000 per occurrence and as an annual aggregate.

C. Self-Insured Retentions:

Self-insured retentions must be declared to and approved by the City.

D. Other Provisions:

Commercial General Liability policies must be endorsed to:

1. Include the City, its officials, employees and volunteers as additional insureds,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
3. Each insurance policy shall provide that coverage shall not be cancelled except after 30 (thirty) days' written notice has been given to the City.

E. Acceptability of Insurers:

Insurance shall be placed with insurers with a rating acceptable to the City.

F. Verification of Coverage:

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors:

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

Attachment “C”

Equal Opportunity Requirements

General Instructions

Applications: The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year must comply with these requirements.

Affidavit: Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the “Affidavit of Equal Opportunity Compliance” as part of their proposal/qualifications or upon the request of the Purchasing Manager.

Compliance: The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements.

Noncompliance: A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

City contact: The City's Compliance Officer is the Purchasing Manager, and specific questions pertaining to this section may be directed to the Purchasing Division at (425) 452-7246.

Bellevue City Code Excerpt

Section 4.28.143 of the Bellevue City Code establishes the requirements for all contractual service providers:

“All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.
2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.
3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
4. Contractor shall actively consider for promotion and advancement available minorities and women.
5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.
7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, consultants, vendors or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Purchasing Manager. All documents related to compliance steps listed above shall be presented upon the request of the Purchasing Manager. The Purchasing Manager shall serve as the compliance officer for the city and is authorized to develop and issue procedures for the administration of this section.”

Interpretations

In order to more readily determine compliance with BCC 4.28.143, the following interpretations are provided:

Requirement 1. When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such “notification” can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.143.

Affidavit Of Equal Opportunity Compliance

_____ certifies that:

Respondent

1. If necessary to recruit additional employees, it has:
 - a. Notified relevant minority and women's organizations, or
 - b. Hired through a union hall with an equal opportunity policy.
2. It intends to use the following listed construction trades in the work under the contract:

3. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
4. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
5. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
6. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.

By: _____

(authorized signature)

Title: _____

Date: _____

Attachment "D"

Sample Cost Proposal Table

Sample Project Approach Table

Task #	Subtask #	Task Title	% of Total				Total %			Key Personnel (hours)		
			Project Effort	Prime	Sub1	Sub2	all firms	Project Manager	Sr. Traffic Engr.	Sr. ITS Engr.	Jr. Engr	
1	1	Project Management					100					
1	2	Develop System Requirements					100					
1	3	Develop Evaluation Criteria					100					
1	4	Map requirements to systems					100					
1	5	Determine operational functions					100					
2	1	Project management					100					
2	2	Evaluate Adaptive strategy benefits					100					
2	3	Determine hardware changes					100					
2	4	Determine Detection changes					100					
2	5	Determine life cycle cost analysis					100					
Total=			100%									

3 To be determined after system selection

4 To be determined after system selection