



REQUEST FOR PROPOSAL
FOR
Citywide Traffic Signal System Master Plan

Public Works Department
CITY OF HUNTINGTON BEACH

Released on June 12, 2009

Citywide Traffic Signal System Master Plan
REQUEST FOR PROPOSAL (“RFP”)

1. BACKGROUND

The City of Huntington Beach, as a part of its Strategic Plan, is undertaking a comprehensive study of its existing traffic signal system with respect to future communication and operational needs. This study will result in the development of a comprehensive plan for the coordination and communication of all signalized intersections within the City of Huntington Beach along with developing the framework for future Intelligent Transportation System elements including closed circuit television and changeable message signs.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	June 12, 2009
Pre-Proposal Meeting (MANDATORY)	June 24, 2009
Deadline for Written Questions	July 7, 2009
Responses to Questions Posted on Web	July 14, 2009
Proposals are Due	July 24, 2009
Interviews	August 5, 2009
Proposal Evaluation Completed	August 7, 2009
Approval of Contract	September 8, 2009

3. SCOPE OF WORK

There are currently 140 signalized intersections in the City. Of these 140 intersections, approximately 112 are tied to the City’s Quic-Net 4 Traffic Signal Master. Of these locations, approximately 64 communicate with the master by twisted copper and the remainder communicate by spread spectrum radio. There are concerns with the reliability of the spread spectrum radio links.

There are currently two state highway arterials running through the City, Beach Boulevard (S.R. 39) and Pacific Coast Highway (S.R. 1). There is no communication between the City and State traffic signals. Crossing arterial coordination is obtained through utilizing a common time clock (WWV).

The comprehensive plan for coordination shall incorporate communication with the State traffic signals, investigation of a communication link with the Caltrans Traffic Operations Center (TOC), incorporation of future Closed Circuit Television (CCTV) and changeable message signs.

The following is a general description of the anticipated project components and tasks. These components are somewhat flexible and the consultant is encouraged to provide recommendations with respect to scope and order of completion. A detailed work plan, including a breakdown of specific tasks and phasing is required as part of the consultant's proposal.

Task 1. Review the Existing Signal System

This initial effort will be to review the existing City traffic signal system. The City's intersections are tied together through a combination of twisted copper conductors, spread spectrum radio, field masters communicating with spread spectrum radio and several intersections where there is no outside communication. The consultant will be able to review the connections on the City's Quic-Net master at City Hall and discuss the operations with City Staff in order to gain a full understanding of the existing operation.

Deliverable:

A technical memorandum summarizing the findings and identifying the deficiencies.

Task 2. Evaluate Surrounding Systems

Since a goal of the City is to have communications with the surrounding agencies and Caltrans, the consultant shall investigate the existing and proposed traffic signal systems in the Cities of Westminster, Fountain Valley and Costa Mesa and evaluate possibilities for two way communication between the cities. In a similar sense, the consultant shall evaluate the Caltrans signal system and investigate communication possibilities with both the on-street masters and the Caltrans TOC.

Deliverable:

A technical memorandum summarizing the findings and identifying the opportunities for communication.

Task 3. Prepare a Traffic Signal System Master Plan/Develop Systems Engineering Management Plan (SEMP)

Based on the findings of the initial tasks, the consultant shall develop a Traffic Signal System Master Plan, including a Systems Engineering Management Plan which sets the methodology for the implementation of the City's traffic signal system and communication to the City's Traffic Management Center. The SEMP shall follow the requirements and guidelines developed by the Federal Highway Administration and shall be suitable for inclusion as an attachment to the Traffic Signal System Master Plan report.

While the City of Huntington Beach currently operates a Bi-Tran Quic-Net system, the consultant shall investigate other traffic signal systems and present their applicability to the City's needs.

The objective of the TSSMP and SEMP is to present a multi-step process that the City can achieve a fully functional Traffic Management Center with communication to all signalized locations and outside agencies. A proposed order of implementation of these improvements is as follows:

1. Establish a stable two-way communication link with all city-owned traffic signals. As an interim measure, the existing spread spectrum framework may be utilized, however from a practical sense, it has not proven reliable from a constant communication standpoint and for data uploading/downloading. The communication system recommended must be capable of second-by-second two way communication and must be compatible with future improvements. Although not envisioned in the near future, any communication upgrades must consider the implementation of traffic responsive or traffic adaptive signal control.
2. Establish a stable two-way communication link with the cities of Westminster, Fountain Valley and Costa Mesa along with Caltrans. This link should enable the City of Huntington Beach staff to have viewing capabilities of the current signal timing traffic signal operations and video feeds from these cities traffic operations centers.
3. A communication framework shall be developed to accommodate the deployment of closed circuit television along the major arterials of the City of Huntington Beach. The ability to utilize this communication system for future changeable message sign operation shall also be considered.
4. For each of these steps, any necessary physical improvements to the City's traffic management center must be identified.

An estimate of probable cost must be prepared for each item, including bundling of these improvements into feasible packages for implementation. Possible funding mechanisms shall also be identified.

Meetings:

Several meetings between the consultant and City staff are envisioned during this task as the consultant develops various alternatives.

Deliverable:

A Traffic Signal System Master Plan (TSSMP) presented in 8 ½" by 11" format. The SEMP is to be submitted as a separate document. Both the TSSMP and SEMP shall be signed and sealed by a Civil Engineer registered to practice in the State of California.

Task 3. Prepare a Strategic Deployment Plan

The consultant shall develop a deployment plan that will allow the City to strategically implement the TSSMP based on needs and funding. A critical path diagram shall be provided to show the dependencies of each project, sequence of deployment and tasks that can be performed simultaneously.

Funding strategies for each phase of work shall be developed with the funding source and qualification requirements stated. Any future issues or timing constraints that would impact the funding strategy must also be identified.

Deliverable:

A deployment plan shall be submitted as described above.

III. Schedule

The consultant shall perform the above tasks according to the preliminary schedule shown below. Notice to proceed is anticipated on September 1, 2009.

A draft TSSMP and SEMP must be submitted by May 1, 2010. Upon receipt of City comments, a revised report is expected within ten working days.

4. PROPOSAL FORMAT GUIDELINES

Interested contractors are to provide the City of Huntington Beach with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 30 typed pages using a 12-point font size, including cover letter, vendor application form, and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the bidder’s response:

A. Vendor Application Form and Cover Letter

Complete Appendix A, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to Huntington Beach, California and the office from which the project will be managed.

B. Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for

soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.

- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

E. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least five local references that received similar services from your firm. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - ◆ Client Name
 - ◆ Project Description
 - ◆ Project start and end dates
 - ◆ Client project manager name, telephone number, and e-mail address

F. Fee Proposal

The separately submitted fee proposal shall include a summary of the hours proposed, broken down by task and employee classification. Subconsultants and reimbursibles shall also be indicated.

The total funding available for this project is \$120,000. The proposal scope shall be written to conform to this limitation. If the consultant identifies work items that should be included in the study, but cannot be performed within the \$120,000 budget, these items shall be identified in both the scope and fee proposal with the costs outlined as above.

5. PROCESS FOR SUBMITTING PROPOSALS

◆ **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

◆ **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

◆ **Number of Proposals**

Submit four (4) copies of your proposal plus one disk copy in sufficient detail to allow for thorough evaluation and comparative analysis.

◆ **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes to:

Janet Lockhart, Senior Administrative Analyst
City of Huntington Beach
Finance Department - Purchasing
2000 Main Street
Huntington Beach, CA 92648-2702
RE: Citywide Traffic Signal System Master Plan

and received no later than 4:00 p.m. (P.S.T) on July 24, 2009. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

◆ **Inquiries**

Questions about this RFP must be directed in writing, via e-mail to:

Janet Lockhart, Senior Administrative Analyst
jlockhart@surfcity-hb.org

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any City employee other than the contracting officer listed above regarding this RFP, except during the pre-proposal conference. Refer to the Schedule of Events of this RFP or the City webpage to determine if a pre-proposal conference has been scheduled. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

◆ **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the City of Huntington Beach, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

It is mandatory that at least one representative of each firm attend the pre-proposal meeting. Firms who do not have a representative at the pre-proposal meeting will be ineligible to submit a proposal.

6. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies.
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

The City may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

7. STANDARD TERMS AND CONDITIONS

◆ Amendments

The City reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Huntington Beach Procurement Registry, [Huntington Beach - Official City Web Site - Business - Bids & RFP's](#); bidders should check this web page daily for new information.

◆ Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of the City.

◆ Contract Discussions

Prior to award, the apparent successful firm may be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm. A sample agreement is linked to this Request for Proposal in the City web site.

◆ Confidentiality Requirements

The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the California Public Records Act. The City cannot protect proprietary data submitted in proposals.

◆ Financial Information

The City is concerned about bidders' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.

◆ Insurance Requirements

City Resolution 2008-63 requires that licensees, lessees, and vendors have an **approved** Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix B. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by City Council and can be modified only if extraordinary circumstances exist. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposal.

APPENDIX A

**CITYWIDE TRAFFIC SIGNAL SYSTEM MASTER PLAN
REQUEST FOR PROPOSAL
VENDOR APPLICATION FORM**

Type of Applicant: ☐ NEW ☐ CURRENT VENDOR

Legal Contractual Name of Corporation: _____

Name of Contact for this RFP: _____

Corporate Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Contact Person for Proposals: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Is your business: (check one)

☐ NON PROFIT CORPORATION ☐ FOR PROFIT CORPORATION

Is your business: (check one)

☐ CORPORATION ☐ LIMITED LIABILITY PARTNERSHIP
☐ INDIVIDUAL ☐ SOLE PROPRIETORSHIP
☐ PARTNERSHIP ☐ UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Name	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: _____

City of Huntington Beach Business License Number: _____

(If none, you must obtain a Huntington Beach Business License prior to execution of contract.)

City of Huntington Beach Business License Expiration Date: _____

APPENDIX B

CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII.

Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.

Vendor Type	Minimum Insurance Requirements
	Professional Liability
Design Professionals: Professional service contractors who contract with the City and/or provide architectural and/or engineering services to the City.	Minimum of \$1,000,000 per occurrence and in the aggregate. Allows up to \$10,000 deductible.
Professional Services: Services that involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to HB Muni Code 3.02. Services includes but is not limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.	

Claims made policies are acceptable if the policy further provides that :

- 1) The policy retroactive date coincides with or precedes the professional services contractor's start of work (including subsequent policies purchased as renewals or replacements).
- 2) The professional services contractor will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds.
- 3) If insurance is terminated for any reason, professional services contractor agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this agreement or permit.
- 4) The reporting of circumstances or incidents that might give rise to future claims.