

Hillsborough County Department of Procurement Services
601 E. Kennedy Blvd. County Center. 18th Floor
P.O. Box 1110
Tampa, FL 33601
www.hillsboroughcounty.org/procurementservices

Telephone (813) 272-5790
FAX (813) 272-6290

PROCUREMENT SUMMARY AND REGISTRATION

This form provides a brief summary of this procurement and is to be used to register as a prospective bidder/proposer.

In order to receive notice of any changes or addenda to these documents, you MUST register using this form. Please mail or FAX the completed form to the Department of Procurement Services as soon as possible.

Document Number: S-0222-09(LP)

Title: Professional Engineering Services for Retroreflectivity Traffic Sign Replacement Services

Description: The county is seeking a consultant to develop a business plan, budget, and a signed and sealed methodology that will allow the Traffic Services Division to comply with the new Federal mandate on sign retroreflectivity. This professional engineering contract will be for a two-year period with an option to renew for three additional one-year periods.

Scope Review/Proposal Conference: June 18, 2009 at 2:00 P.M., County Center,
18th Floor, Planning Commission Board Room
Mandatory: Yes [] No [X]

Response Submittal Deadline: July 2, 2009 at 5:00 P.M.

For additional information, contact: Linda Page, Senior Procurement Analyst
Telephone: 813-301-7067

Special Instructions: None

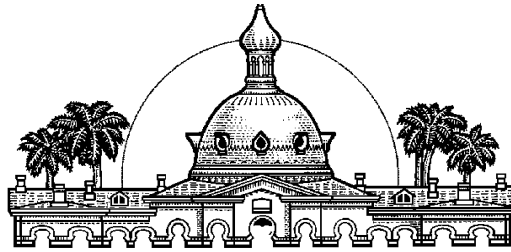
Hillsborough County supports the growth and development of small, minority and women owned businesses in the County's procurement and contracting activities. For more information contact the Economic Development Department at County Center, 13th FL, 601 E. Kennedy Blvd.; P.O. Box 1110; Tampa, FL 33602, (813) 272-5969.

BIDDER/PROPOSER REGISTRATION
FAX OR MAIL THIS FORM BACK IMMEDIATELY

FAX: (813)-272-6290

Use this form to register as a potential bidder or proposer for this procurement. Only registered vendors will be faxed courtesy notices of changes or addenda to these procurement documents. Vendors will not receive addenda notification if they fail to provide a valid fax number. Carefully complete this form and mail or Fax it to the Department of Procurement Services. You must submit one form for each procurement that you are registering for. FAILURE TO INCLUDE AN ADDENDUM IN YOUR BID/PROPOSAL MAY RESULT IN THE REJECTION OF YOUR BID/PROPOSAL.

Company Name: _____
Contact Person: _____
Mailing Address: _____
City: _____ State/Zip: _____
Phone: (____) _____ Fax: (____) _____ E-mail (optional) _____



**HILLSBOROUGH
COUNTY**

REQUEST FOR PROFESSIONAL SERVICES (RPS)

RPS NO. S-0222-09(LP)

PROFESSIONAL ENGINEERING SERVICES FOR RETROREFLECTIVITY
TRAFFIC SIGN REPLACEMENT SERVICES

FOR

PUBLIC WORKS DEPARTMENT

Scope Review Meeting: June 18, 2009 at 2:00p.m.

Location:

601 East Kennedy Blvd, 18th Floor
Planning Commission Conf. Rm.
Tampa, Florida 33602

RPS Submittal Deadline: 5:00 p.m. on July 2, 2009

to

**Department of Procurement Services
601 E. Kennedy Blvd
County Center 18th Floor
Tampa, Florida 33602**

Any response, or portion thereof, received after the
above submittal deadline will not be considered. All responses
are to be submitted to the contact person listed below.

Contact Person: Linda Page, Senior Procurement Analyst
Services Section
Telephone: (813) 301-7067
Fax: (813) 272-6290

WEB SITE: www.hillsboroughcounty.org/procurementservices

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**SECTION A
INSTRUCTIONS FOR RESPONSES**

1.0 ELIGIBILITY FOR CONSIDERATION

1.1 COMPLIANCE WITH CERTIFICATION REQUIREMENTS

- 1.1.1 Only firms certified by Hillsborough County as qualified to provide the required services will be recommended for selection for this project.
- 1.1.2 Certification for this project is required in **Engineering**.
- 1.1.3 If a response is otherwise compliant with the requirements of this RPS, and the submitting firm is not certified, the response will be forwarded to the Evaluation Committee for evaluation.
- 1.1.4 If the certification requirements are not complete by the announcement of the shortlist, the firm will be given no further consideration for selection for the project.
- 1.1.5 All requests for certification shall be submitted to the contact person specified on the cover sheet of this RPS. The information and forms are also available on the internet at <http://www.hillsboroughcounty.org/procurementservices/certification/criteria.cfm>
- 1.1.6 Each firm shall submit its response in the name in which it is certified.
- 1.1.7 DM/DWBE/EEO information can be found at <http://www.hillsboroughcounty.org/econdev>.
- 1.1.8 A list of certified firms can be found at <http://www.hillsboroughcounty.org/procurement/services/resources/publications/ccnaconsultantlist.pdf>

1.2 COMPLIANCE WITH SUBMISSION DEADLINE

- 1.2.1 The response for this project must be submitted in its entirety by the deadline specified on the front cover. **The delivery is solely and strictly the responsibility of the respondent.**
- 1.2.2 No response, or portion thereof, will be accepted for consideration after the specified deadline.

1.3 COMPLIANCE WITH RPS REQUIREMENTS

- 1.3.1 Each response that is forwarded for evaluation **must** meet the requirements specified in this RPS.
- 1.3.2 Failure to submit all required items in the manner specified may result in your submittal being found unacceptable.
- 1.3.3 Any submittal found unacceptable will not be considered for selection for this project.
- 1.3.4 The TABLE OF CONTENTS FOR PROFESSIONAL CONSULTANT RESPONSE is to be completed by the submitting firm and included in the bound copies of the firm's response.
 - 1.3.4.1 Response materials shall be arranged in the order indicated on the TABLE OF CONTENTS FOR PROFESSIONAL CONSULTANT RESPONSE form provided in this RPS.
 - 1.3.4.2 The submitting firm is to include the appropriate page numbers to indicate the location for each of the listed items.
- 1.3.5 The response information should be included on either the forms provided in this RPS, or a reasonable facsimile of the provided forms.
- 1.3.6 Firms choosing to use reasonable facsimiles of required forms should maintain both the format and content of the provided forms.
- 1.3.7 **Four (4) copies** of the firm's response must be submitted. **Three (3) copies** should be bound and one (1) copy should be unbound but secured with a rubber band, spring clip, etc. All copies should be submitted in one (1) sealed container. Each copy **must** contain the following:

- 1.3.7.1 The FIRM DATA SHEET for the prime firm only.
- 1.3.7.2 Responses to the evaluation criteria
 - Each of the criteria in Section 5.0 must be specifically addressed.
 - Responses should include, but not necessarily be limited to, the information included with each of the criteria.
 - Responses **shall not exceed** the established page limits.
- 1.3.8 One (1) copy of ATTACHMENT A – DM/DWBE PARTICIPATION may be submitted, at the option of the firm, for bonus points.
 - 1.3.8.1 All pages of this attachment are to be securely fastened together. **THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE LOSS OF ANY UNSECURED PAGES.**
 - 1.3.8.2 **Submit ATTACHMENT A in a separate envelope marked "ATTACHMENT A".**
 - 1.3.8.3 The name of the submitting firm is to be indicated on the outside of the envelope.
- 1.3.9 One (1) copy of ATTACHMENT B - EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION QUESTIONNAIRE **must** be submitted.
 - 1.3.9.1 All pages of this attachment are to be securely fastened together. **THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE LOSS OF ANY UNSECURED PAGES.**
 - 1.3.9.2 **Submit ATTACHMENT B in a separate envelope marked "ATTACHMENT B".**
 - 1.3.9.3 The name of the submitting firm is to be indicated on the outside of the envelope.
- 1.3.10 One (1) copy of the completed RPS CHECKLIST must be submitted in the unbound copy of the firm's response.

2.0 INITIAL RANKING FOR THE PROJECT

- 2.1 The initial ranking for this project will be made on the basis of scoring on the following items for each firm submitting a response that has been determined responsive to the requirements of this RPS:
 - 2.1.1 Responses to the five evaluation criteria specified in Section 5.0 of this RPS.
 - **MAXIMUM POINTS -100**
 - Scored by the Evaluation Committee.
 - The Evaluation Committee's scoring will be based only on the information contained in the response.
 - 2.1.2 ATTACHMENT A - DM/DWBE PARTICIPATION FOR BONUS POINTS
 - **MAXIMUM POINTS - 6**
 - 2.1.3 ATTACHMENT B - EQUAL OPPORTUNITY/AFFIRMATIVE ACTION QUESTIONNAIRE
 - **MAXIMUM POINTS - 4**
 - 2.1.4 VOLUME OF WORK REPORT
 - **MAXIMUM POINTS - 5**
 - 2.1.5 PAST PERFORMANCE RATING
 - **MAXIMUM POINTS - 5**

3.0 VOLUME OF WORK (See Exhibit III – Volume of Work)

- 3.1 A Volume of Work Score will be applied to the evaluation score for each firm submitting a response to the RPS.

- 3.2 The volume of work for a firm shall be the amount of payments made to a firm during the two previously completed fiscal years. The amounts are retrieved from the Clerk's Office official financial accounting system (FAMIS).
- 3.3 The volume of work will be converted to a Volume of Work Score, based on a predetermined conversion chart.
- 3.4 The range of points will be a maximum of five (5) and a minimum of zero (0).
- 3.5 A firm will receive no points when its total payments for the two previously completed fiscal years have exceeded **\$1,000,000**.

4.0 RATING OF PAST PERFORMANCE WITH HILLSBOROUGH COUNTY BY DISCIPLINE (See Exhibit II – Past Performance)

- 4.1 A Past Performance Score in the discipline specified in this project (i.e., engineering, architecture, landscape architect, or surveying and mapping) will be applied to the evaluation score for each firm submitting an acceptable response to the RPS.
- 4.2 Past Performance Score for firms with performance evaluations on file:
 - 4.2.1 The applicable time period shall be the twenty-four month period prior to submittal deadline.
 - 4.2.2 Only those evaluations on file by the submittal deadline will apply to this project.
 - 4.2.3 The range of points will be a maximum of (5) and a minimum of (-5).
- 4.3 Past Performance Score for firms with no performance evaluations on file:
 - 4.3.1 The applicable time period shall be the two previously completed fiscal years (FY07 & FY08).
 - 4.3.2 The Past Performance Score shall be the equivalent to the county-wide average for all firms during the applicable fiscal year.
 - 4.3.3 The minimum score allowable for a firm with no performance evaluations on file shall be 3 points.
 - 4.3.4 The county-wide average score for the current fiscal year (FY09) is **90.48** or 3 past performance points.

5.0 EVALUATION CRITERIA FOR WRITTEN RESPONSE (See Exhibit I – Rating Guide)

5.1 ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL

Maximum Points -**45**

Responses limited to 5 page(s) maximum for narrative, plus organizational charts, plus resumes for key personnel

- 5.1.1 Attach resumes **only** for key personnel of the Project Team, detailing past experience as it relates to projects of similar size and type.
- 5.1.2 Submit separate organizational charts delineating personnel assigned to both construction and design services, if applicable.

5.2 FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE

Maximum Points - **20**

Responses must have only one (1) project per page.

- 5.2.1 List a **maximum of ten (10)** recent projects, preferably during the past **three (3)** years, to indicate proficiency in similar work.

5.3 FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS

Maximum Points -**15**

Response limited to 1 page maximum.

- 5.3.1 Provide a short narrative outlining how you propose to manage the project in order to meet schedule and budget requirements.
- 5.3.2 Indicate the controls to be utilized to maintain both schedule and budget for this project.

- 5.3.3 Describe how personnel will be assigned, and tasks effectively handled, in order to provide the most efficient service on the project (during both the design and the construction phases, if applicable).

5.4 EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD

Maximum Points - **10**

Responses limited to 2 pages maximum, including a one page graphic representation.

- 5.4.1 Describe the current workload and your daily ability to handle the scope of services.
- 5.4.2 Provide a graphic representation, one page maximum, of your current commitment over the next one year period for key members of the project team, including any subconsultants.

5.5 EFFECT OF PROJECT TEAM LOCATION (Scored by the Evaluation Chairperson only).

Maximum Points - **10**

Response limited to 1 page maximum.

- 5.5.1 Define where elements of the work will be performed (city/state), whether performed by prime or subconsultant firms, and who in the Proposer's organizational chart will oversee performance that work.
- 5.5.2 Specify the members of the project team and office location for each.
- 5.5.3 A firm shall be considered local if it is within the Tampa Bay Regional Partnership area, made up of Hillsborough, Pinellas, Pasco, Polk, Manatee, Sarasota and Hernando Counties.

6.0 ORAL PRESENTATIONS/TELEPHONE DISCUSSIONS

- 6.1 Plan to shortlist no less than **three (3)** firms for this project.
- 6.2 Oral Presentations by the shortlisted firms **will** be required on this project.
- 6.3 Telephone Discussions **will not** be held with each of the shortlisted firms.

7.0 RIGHT TO REJECT PROPOSALS

- 7.1 Subsequent to the issuance of this RPS, the COUNTY reserves the right to reject any and all proposals received in response to this RPS.
- 7.2 In exercising this right, the COUNTY accepts no liability for any cost incurred by any firm or firms preparing responses to this RPS.

8.0 CONFLICT OF INTEREST

- 8.1 No firm shall be eligible for selection on any project and no work shall be assigned to a firm which conflicts with or is duplicative of any work by the firm or any affiliated business entity, including, but not limited to, partnerships, joint ventures, and subsidiaries of the same parent corporation or firm.

9.0 CONTACT WITH MEMBERS OF THE EVALUATION COMMITTEE

- 9.1 Members of the Evaluation Committee are prohibited from discussing a submittal on any project with any firm whose proposal they are reviewing until negotiations with the top-ranked firm(s) have been authorized.
- 9.2 Firms are requested not to contact Evaluation Committee members regarding this project. Firms failing to comply with this request may be deemed ineligible for consideration for selection.

10.0 REQUESTS FOR INFORMATION/CLARIFICATION

- 10.1 Any firm requesting additional information and/or clarifications relating to this project shall direct such requests to the individual specified as Contact Person on the cover sheet.
- 10.2 Requests should be made, in writing, at least five days prior to the submittal deadline. Requests may be transmitted by facsimile machine (fax) (813) 272-6290.

11.0 OBJECTIONS

- 11.1 Any professional consultant firm which expresses objection to any activity, decision or determination made during this professional consultant selection process is encouraged to

contact the Contact Person on the cover sheet to attempt an informal resolution of the matter. If this approach is unsuccessful, a formal protest may be filed in accordance with Department of Procurement Services' protest procedures.

- 11.2 The protest shall contain the specific basis for the firm's objection to the issue in question.

12.0 REUSE OF EXISTING PLANS

- 12.1 The plans on this project are subject to reuse in accordance with F.S. 287.055(10).

13.0 CHANGES IN PROJECT TEAM-FOR SHORTLISTED FIRMS **PLEASE NOTE**

- 13.1 A CHANGE IN THE PROJECT TEAM OF A SHORTLISTED FIRM AFTER THE SUBMISSION OF THE RESPONSE TO THIS RPS COULD RESULT IN RECONSIDERATION OF THE SCORING OF APPLICABLE EVALUATION CRITERIA.
- 13.2 ANY CHANGES IN THE PROJECT TEAM OF A SHORTLISTED FIRM SHOULD BE BROUGHT TO THE ATTENTION OF THE COUNTY AS SOON AS POSSIBLE AFTER THE CHANGE IS MADE. THE CHANGES, THE REASONS FOR THE CHANGES, AND RESUMES FOR THE INDIVIDUALS BEING SUBSTITUTED FOR AN ORIGINAL PROJECT TEAM MEMBER, MUST BE SUBMITTED, PRIOR TO ORAL PRESENTATION, TO THE INDIVIDUAL SPECIFIED AS CONTACT PERSON ON THE COVER SHEET OF THIS RPS.
- 13.3 NO INCREASES IN SCORING WILL RESULT FROM THE RECONSIDERATION OF CHANGES IN THE PROJECT TEAM OF A SHORTLISTED FIRM.
- 13.4 DECREASES IN SCORING MAY RESULT FROM THE RECONSIDERATION OF CHANGES IN THE PROJECT TEAM OF A SHORTLISTED FIRM.

14.0 CHANGES IN RPS REQUIREMENTS

- 14.1 No interpretation, explanations or clarifications of requirements of this RPS will be made, or can be relied upon, unless issued in the form of an RPS ADDENDUM.
- 14.2 Any addenda issued on this RPS shall become a part of the RPS and shall supersede previous requirements, conditions and time frames specified in the RPS and/or previous addenda.
- 14.3 **Include a signed copy of any addenda issued against this RPS with your response or separately if response has already been submitted. The signed addenda shall be submitted prior to the deadline of the RPS submittal date.**

15.0 ACCEPTANCE OF APPLICABLE POLICIES AND PROCEDURES

- 15.1 Firms responding to this RPS agree by submission of such response to accept and comply with the county policies and procedures that apply to the selection process for this project.
- 15.2 Any concerns, or issues, relating to current policies and procedures may be addressed with county staff, but separate from this selection process.

16.0 FAILURE TO PERFORM

Firms responding to this RPS agree by submission of such response that if, during the term of the resulting contract, the Consultant should refuse or otherwise fail to perform any of its obligations under the contract, the County reserves the right to:

- a) Obtain the services from another Consultant; and/or
- b) Terminate the contract; and/or
- c) Suspend/Debar the Consultant from proposing/bidding on Hillsborough County procurement/contracts for a period of up to 24 months and/or
- d) Pursue any and all other remedies available to the County.

17.0 SECURITY OF PLANS AND SPECIFICATIONS

Professional agrees to use care in protecting plans and specifications for County Infrastructure from access by unauthorized persons. *Release of documents or information other than as required to fulfill the scope of the contract is prohibited. The County's Project Manager is empowered to authorize release of documents.* Failure to protect these documents could jeopardize the safety of the citizens of Hillsborough County, so they must always be treated with the utmost care.

18.0 INSURANCE REQUIREMENTS FOR THE PROJECT

The following insurance coverage is required for this project. ***General Liability, Auto Liability, Garage Keepers, and Aircraft Insurance must include "Hillsborough County, a political subdivision of the State of Florida" as an Additional Insured.**

18.1 Worker's Compensation and Employer's Liability Insurance:

Employer's Liability:

Limit Each Accident.....	\$100,000
Limit Disease Aggregate	\$500,000
Limit Disease Each Employee	\$100,000

18.2 Commercial General Liability Insurance:

General Aggregate	\$1,000,000
Products - Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	N/A
Each Occurrence	\$1,000,000
Fire Damage (Any One Fire)	N/A
Specific Contract Aggregate Limits.....	\$1,000,000

18.3 Business Automobile Liability Insurance:

Bodily Injury & Property Damage Liability	
Combined Single Limit Each Accident	N/A

18.4 Professional Liability:

Maximum Deduction	\$1,000,000
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18.5 Aircraft Liability Insurance shall be maintained by the **PROFESSIONAL** as to the ownership, maintenance, and use of all of its owned, non-owned, leased or hired aircraft with limits of not less than: Maximum Deduction..... N/A

18.6 Pollution Liability Insurance:..... N/A

19.0 PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Additionally, pursuant to COUNTY policy, a conviction of a public entity crime may cause the rejection of a bid, offer, or proposal. The COUNTY may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offerer or proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a bid, offer or proposal.

20.0 IRS FORM W-9, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Firms must complete and submit one copy of the attached W-9 form in the unbound copy of their response to this RPS.

21.0 BUSINESS TAX LICENSE

Firms must submit a one copy of their business tax license in the unbound copy of their response to this RPS, if applicable. The license must be effective at the time of submission of the response to this RPS. Information pertaining to licenses may be found at: <http://www.hillstax.org/occweb/default.asp>

EXHIBIT I
PROFESSIONAL SERVICES COMMITTEE
CONSULTANT SELECTION CRITERIA
RATING GUIDE

EVALUATION CRITERIA NO. 1: ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL (45)

- (0) - Project team personnel do not have appropriate level of qualifications and experience. Project team does not contain all critical disciplines. Organization of project team is inappropriate. Prime firm lacks adequate professional resources to properly provide services. Proposed project manager is not appropriate.
- (10) - Some project team personnel have adequate level of qualifications and experience. Project team lacks minor disciplines. Organization of project team is marginal. Prime firm's professional resources to properly provide services are marginal. Proposed project manager's qualifications are marginal.
- (20) - Project team personnel have adequate level of experience. Project team contains all necessary disciplines. Organization of project team is adequate to the project. Prime firm has adequate professional resources to properly provide services. Proposed project manager's qualifications are adequate.
- (30) - Project team personnel have above average level of experience and the project manager is uniquely qualified. Project team contains all necessary disciplines. Organization of project team is adequate to the project. Prime firm has superior professional resources to properly provide services.
- (45) - Project team personnel have exceptional level of experience and several are uniquely qualified. Project team contains all necessary disciplines. Organization of project team is superior. Prime firm has exceptional professional resources to properly provide services. Proposed project manager is uniquely qualified.

EVALUATION CRITERIA NO. 2: FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE (20)

- (0) - Prime firm has marginal experience with projects of a similar size and type.
- (5) - Prime firm has minor successful experience with projects of a similar size and type. Scope of services provided for representative projects vary from RPS Scope.
- (10) - Prime firm has adequate successful, recent (within past five years) experience with projects of a similar size and type. Scope of services provided for representative projects are similar to RPS scope.
- (15) - Prime firm has more than adequate successful, recent (within past 5 years) experience with projects of a similar size and type. Scope of services provided for representative projects are similar to RPS scope.
- (20) - Prime firm has superior past and recent successful experience with projects of a similar size and type. Scope of services provided for representative projects are similar to RPS scope.

EVALUATION CRITERIA NO. 3: FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS (15)

- (0) - Submittal does not address either the schedule or budget.
- RPS NO. S-0222-09(LP)

- (0) - Submittal shows inadequate understanding of schedule and budget requirements.
- (5) - Submittal shows adequate schedule approach and understanding of budget control. Project budget and schedule can be met or modified to meet project intent.
- (10) - Submittal shows good understanding of and approach to schedule and budget. Project budget and schedule can be met.
- (15) - Submittal shows superior understanding of and approach to schedule and budget with potential improvements for project delivery and cost savings.

EVALUATION CRITERIA NO. 4: EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD (10)

- (0) - Submittal shows that consultant does not have sufficient available personnel to complete services on schedule.
- (0) - Submittal shows that consultant's workload commitments will impact its ability to complete services on schedule
- (2) - Submittal shows that while consultant has adequate time and available personnel, prior workload commitments may impact its ability to complete services on schedule.
- (7) - Submittal shows that consultant's project team has adequate time and available personnel to complete services on schedule.
- (10) - Submittal shows that consultant's project team has adequate staffing available to complete services on schedule. Submittal indicates backup staffing capability in the event of unforeseen circumstances.

EVALUATION CRITERIA NO. 5: EFFECT OF PROJECT TEAM LOCATION ON PROJECT (10) Scored by Evaluation Committee Chairperson ONLY

Note: "Local" is any county within the Tampa Bay Regional Partnership area, i.e. Hillsborough, Pinellas, Pasco, Polk, Manatee, Sarasota and Hernando Counties.

- (0) - Non-local location of most of project team, including the prime firm and Project Manager, may adversely affect work quality and schedule.
- (0) - Non-local location of some of project team, although prime firm and project manager may be local, may adversely affect work quality and schedule.
- (2) - One or two key elements of project teams are non-local and may adversely affect work quality and schedule. All major sub-consultants (Civil, Structural, Mechanical, Electrical, Plumbing) are local.
- (7) - Only minor elements of project team are non-local and probably will not affect work quality or schedule.
- (10) - All of the project team is local.

**EXHIBIT II
CONSULTANT EVALUATION OF PAST PERFORMANCE
BY
PRIMARY DISCIPLINE**

RATING CONVERSION CHART

<u>AVERAGE SCORE</u>	<u>NUMBER OF POINTS</u>	<u>CAPES EVALUATION RATINGS</u>
100 - 97	5.00	25.00 - 24.25 = SUPERIOR
96 - 92	4.00	24.00 - 23.00 = SUPERIOR
91 - 84	3.00	22.75 - 21.00 = ACCEPTABLE
83 - 80	2.00	20.75 - 20.00 = ACCEPTABLE
79 - 75	1.00	19.75 - 18.75 = ACCEPTABLE
74 - 72	0.00	18.50 - 18.00 = MARGINAL
71 - 70	-1.00	17.75 - 17.50 = MARGINAL
69 - 68	-2.00	17.25 - 17.00 = MARGINAL
67 - 66	-3.00	16.75 - 16.50 = MARGINAL
65 - 64	-4.00	16.25 - 16.00 = MARGINAL
Below 64	-5.00	Below 16.00 = UNACCEPTABLE

NOTES REGARDING THE RATING CONVERSION CHART:

1. This conversion chart will be used in determining the past performance points to be assigned to a firm. The chart is based on the conversion of performance evaluation scores for the project's **primary** discipline (i.e. engineering, architecture, etc.) for Hillsborough County projects to past performance points.
2. The time period for which evaluations will be considered is 24 months prior to the submittal date. Firms with no prior evaluations on file will be assigned the County-wide average.
3. Scores falling between ranges (examples 56.40 and 69.56) will be rounded off as follows:
If the fraction is less than 0.5, the fraction will be dropped. (Examples: 56.40 would round to 56.0.)
If the fraction is 0.5 or greater, the score will be rounded to the next whole number. (Example: 69.56 would round to 70.0)

The Director of the Requesting Department is responsible for ensuring that evaluations (past performance) are conducted at a minimum at the end of each contract or work order (in the case of miscellaneous contracts). Interim evaluations may be completed at the reasonable discretion of the Requesting Department Director based on the length of the contract or work order. Evaluation data shall be provided to Department of Procurement Services through the Consultant Automated Performance Evaluation System (CAPES).

EXHIBIT III
VOLUME OF WORK POINTS

<u>DOLLAR VOLUME</u>	<u>POINTS</u>
\$0 - \$200,000	5.0
\$200,001 - \$400,000	4.0
\$400,001 - \$600,000	3.0
\$600,001 - \$800,000	2.0
\$800,001 - \$1,000,000	1.0
OVER - \$1,000,000	0

SUMMARY

- Maximum of five (+5) points
- The time period for which volume of work will be considered: the two (2) previously completed fiscal years
- Points are based on actual fees paid to the firm during the two (2) previously completed fiscal years, as retrieved from the Clerk of the Circuit Court's official financial accounting system (FAMIS)
- Point categories are incremented by 1.0 point
- No points are awarded when the two (2) year total exceeds \$1,000,000

**SECTION B
REQUIRED FORMS
AND ATTACHMENTS**

COVER SHEET FOR RESPONSE

RPS CHECKLIST

TABLE OF CONTENTS FOR PROFESSIONAL CONSULTANT RESPONSE

FIRM DATA SHEET

ATTACHMENT A (if firm is requesting DM/DWBE Participation bonus points)

ATTACHMENT B

EO/AA REQUIREMENTS

EO/AA GRID

PROFESSIONAL CONSULTANT RESPONSE FORMS

5.1 ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL

5.2 FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE

5.3 FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS

5.4 EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD

5.5 EFFECT OF PROJECT TEAM LOCATION

PROFESSIONAL CONSULTANT SELECTION

COVER SHEET FOR RESPONSE

PROJECT TITLE: **PROFESSIONAL ENGINEERING SERVICES FOR RETROREFLECTIVITY TRAFFIC
SIGN REPLACEMENT**

RPS NUMBER: **S-0222-09(LP)**

APPLICANT FIRM:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

CONTACT PERSON/TITLE: _____

ALTERNATE CONTACT PERSON/TITLE: _____

FEDERAL TAX ID NUMBER: _____

EMAIL ADDRESS: _____

RPS CHECKLIST

RPS NO. S-0222-09(LP)

FIRM _____

YES	No	
_____	_____	1. Is your firm currently certified?
_____	_____	2. <u>If not currently certified, indicate if the following documents are being included in a separate packet for certification:</u>
	_____	Current Standard Form 330, Part II
	_____	Certificate of Status from Florida Department of State
	_____	Certificate of Registration from Florida Department of Professional Regulations
_____	_____	3. Four (4) copies (Three bound and one unbound) of your responses are provided.
_____	_____	4. All copies contain the completed FIRM DATA SHEETS for the prime firm.
_____	_____	5. All copies contain a response to each of the five evaluation criteria.
_____	_____	6. The responses are provided either on the response forms provided in the RPS or on reasonable facsimiles of the required forms.
_____	_____	7. If the responses are provided on reasonable facsimiles, both the format and content are The same as in the forms provided in the RPS.
_____	_____	8. The response to each of the criteria is within the specified page limits?
	_____	Criteria 5.1
	_____	Criteria 5.2
	_____	Criteria 5.3
	_____	Criteria 5.4
_____	_____	Criteria 5.5
_____	_____	9. One copy of optional ATTACHMENT A- DM/DWBE BONUS POINTS REQUEST is included.
	_____	A letter is included to request Bonus Points and specifies the number of Bonus Points requested
	_____	The required Letter of Intent from the subconsultant firm is included.
	_____	The firm is not certified by Hillsborough County, but is certified by DMS. A copy of the DMS Certification Letter is included.
	_____	ATTACHMENT A is in a separate envelope with Firm's name on the outside.
_____	_____	10. One copy of the required ATTACHMENT B - EQUAL OPPORTUNITY/AFFIRMATIVE ACTION QUESTIONNAIRE.
	_____	ATTACHMENT B is in a separate envelope with Firm's name on the outside.
_____	_____	11. One copy of all signed Addenda is included in unbound copy.
_____	_____	12. One copy of W-9 is completed and included in unbound copy.
_____	_____	13. One copy if Business Tax license is included, if applicable in unbound copy.
_____	_____	14. Signature page.

ONLY ONE COPY OF THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH IN UNBOUND COPY

**TABLE OF CONTENTS
FOR
PROFESSIONAL CONSULTANT RESPONSE**



FIRM: _____

PROJECT: _____

RPS NUMBER: **S-0222-09(LP)**

<u>ITEM</u>	<u>PAGE</u>
COVERSHEET	
FIRM DATA SHEET	
EVALUATION CRITERIA	
5.1 ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL	
5.2 FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE	
5.3 FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS	
5.4 EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD	
5.5 EFFECT OF PROJECT TEAM LOCATION	

FIRM DATA SHEET

Page 1 of 2

RPS NUMBER: **S-0222-09(LP)**

APPLICANT FIRM NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: () _____

FAX NUMBER: _____

FEIN NUMBER: _____

CONTACT PERSON/TITLE: _____

Type Ownership: _____

Submittal for _____ Parent Company

_____ Branch or Subsidiary

Parent Company, if any

Former Parent Company/Companies:

Name/Title/Phone Number of two Principals in the firm:

Present Offices: City/State/Number of personnel for each:

FIRM DATA SHEET

Page 2 of 2

Personnel by Discipline: (For submitting office)
List each person only once, by primary function:

_____ Administrative	_____ Engineers	_____ Geologists
_____ Architects	_____ Chemical	_____ Hydrologists
_____ CADD Operators	_____ Civil	_____ Interior Designers
_____ Construction	_____ Electrical	_____ Landscape Architects
_____ Inspectors	_____ Mechanical	_____ Land Surveyors
_____ Draftsmen	_____ Mining	_____ Oceanographers
_____ Ecologists	_____ Sanitary	_____ Planner
_____ Economists	_____ Soils	_____ Urban/Regional
_____ Structural	_____ Specification Writers	_____ Transportation
_____ Others (Specify)		

SUBCONSULTANT FIRMS:

FIRM NAME AND ADDRESS

SERVICES TO BE PROVIDED

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

ATTACHMENT A

DISADVANTAGED MINORITY / DISADVANTAGED WOMEN BUSINESS ENTERPRISE PARTICIPATION

Disadvantaged Minority / Disadvantaged Women Business Enterprise (DM/DWBE): Qualified firms may receive up to a maximum of six (6) bonus points for DM/DWBE participation. The term "DM/DWBE" shall mean a business that is certified as a *bona fide* DM/DWBE with Hillsborough County or has been granted reciprocal certification by Hillsborough County. Provisional Reciprocal Certification shall be granted for **one** six-month period to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. Owners of firms that are no longer economically disadvantaged and have graduated from Hillsborough County's program shall not be counted toward goal attainment through reciprocal certification, or a joint venture. The DM/DWBE Directory and a list of those firms that have graduated can be found on the county website at: <http://www.hillsboroughcounty.org/econdev/enterprise>

When requesting bonus points, firms shall include a copy of the certification letter issued to the DM/DWBE being utilized by the certifying governmental agency. It will be the responsibility of the proposing firm to furnish all the necessary information and documentation to the County in order to receive bonus points. **Only one level of participation may be chosen. Bonus points are not cumulative.** Bonus points will be assigned based on the level of DM/DWBE participation as outlined below:

Level	Certification Statements	Points
1	The applicant firm is a certified DM/DWBE and has issued a signed letter of commitment certifying that a minimum of 10% of its ultimate fees will be subcontracted to (an) other certified DM/DWBE(s), which is/are identified in the request for bonus points.	6
2	The applicant firm has issued a signed letter of commitment certifying that a minimum of 10% of its ultimate fees will be subcontracted to certified DM/DWBE(s), which is/are identified in the request for bonus points.	5

Submit one (1) bound copy of Attachment A.

The request for bonus points shall be made on company letterhead and must include the following:

1. The RPS number and project name.
2. The number of bonus points requested.
3. The name of the firm(s) to be utilized and the **corresponding certification statement** required for bonus points.
4. **A signed letter of intent from the DM/DWBE, on its letterhead, stating its intent to perform the services and the scope of work. This letter must reference the project.**
5. **A copy of the DM/DWBE's current certification.**

NOTE: FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN DENIAL OF THE REQUESTED BONUS POINTS.

SPECIAL NOTE: If the successful proposer has received bonus points, that firm will be required to submit to the DM/DWBE & SBE Programs Section of the Economic Development Department a copy of the executed subcontract agreement with each DM/DWBE listed in the letter of commitment. Annual reports detailing the amount of money paid to each DM/DWBE must also be submitted. Failure to provide this information may result in the denial of future bonus points.

Contact person for Attachments A & B: Felix Bratslavsky @ (813) 276-2729 Ext. 62729, BratslavskyF@hillsboroughcounty.org.

07/21/06

ATTACHMENT B

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION QUESTIONNAIRE

All proposers are required to respond to this questionnaire as it relates to their firm's employment practices. Joint ventures are required to submit a response to Attachment B for each firm in the joint venture. It is possible to obtain a maximum of 4 points in Attachment B.

Provide a completed workforce distribution matrix (EEO category grid), a copy of your firm's Affirmative Action Plan (AAP), and Equal Employment Opportunity Statement. **(Please Note:** An Affirmative Action Plan is required if your firm has at least fifteen (15) employees. If your firm has fewer than fifteen (15) employees, an Affirmative Action Policy Statement, Equal Employment Opportunity Policy Statement and a completed workforce distribution matrix are required. The two Policy Statements must be signed and dated by the firm's chief operating officer.)

Level	Certification Statements	Points
1	Properly completed workforce distribution matrix indicating EEO categories	1
2	Equal Employment Opportunity Policy Statement, signed and dated by chief operating officer.	.5
3	A complete Affirmative Action Plan which includes: self-analysis (0.5 point); goals (0.5 point); actions to be taken (0.5 point); discrimination complaint procedure (0.5 point). In addition the proposer shall provide a separate, signed statement of adherence to regulations and other provisions requiring non-discrimination in the employment of handicapped persons, disabled veterans, and veterans of the Vietnam Era (0.5 point). This statement must be signed by the firm's chief operating officer. (Firms having fewer than fifteen employees will be awarded 2.5 points for an Affirmative Action Policy Statement.)	2.5

Attachment B evaluation scores and comments are available from the Services and Construction Section of the Department of Procurement Services. For technical assistance or if additional information is needed concerning Attachment B, please call the DM/DWBE & SBE Programs Section of the Economic Development Department at 272-5969.

Due to the unchanging nature of corporate policy, responses to parts 2 & 3 above may be submitted on an annual basis (based on a calendar year) to the DM/DWBE & SBE Programs Section of the Economic Development Department. To exercise this option, firms must indicate on each proposal that their annual submittal is on file with the DM/DWBE & SBE Programs Section. The response to part 1 (EEO category grid) must be submitted with each proposal. Any revisions or updated goals in the AAP due to workforce composition changes should also be submitted as changes occur.

Contact person for Attachments A & B: Felix Bratslavsky @ (813) 276-2729 Ext. 62729, BratslavskyF@hillsboroughcounty.org.

FIRM NAME: _____

JOB CATEGORY	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEMALE	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craftsmen (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												

HISP: Hispanic
 API: Asian/Pacific Islander
 AI: American Indian

Job categories as provided herein are those categories identified and used in EEO (1-6) reporting requirements, required from employers by the Federal government.

(DO NOT LEAVE THIS PAGE BLANK)

Substitute W-9

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt payee ☐ Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

Florida Statute 119.071(5); collection of Social Security Numbers

Hillsborough County Clerk of the Circuit Court collects your social security number (TIN) for the purpose of tax reporting to the Department of the Treasury, Internal Revenue Service (IRS). Florida Statute 119.071(5) requires that the county notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantial similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

ONE COPY OF THE BUSINESS TAX LICENSE MUST BE SUBMITTED IN THE UNBOUND COPY FOR FIRMS WITH AN OFFICE IN HILLSBOROUGH COUNTY

FIRMS CAN OBTAIN INFORMATION ABOUT THE LICENSE AT:

<http://www.hillstax.org/occweb/default.asp>

PROFESSIONAL CONSULTANT RESPONSE FORMS

THIS SECTION MUST CONTAIN EACH SUBCATEGORY LISTED IN THIS RPS, SECTION A, AT A MINIMUM AND MUST BE WITHIN THE PAGE LIMITATIONS STATED AND NUMBER OF PROJECTS LISTED WHERE INDICATED. ANY PAGES EXCEEDING THE LIMITATIONS WILL BE REMOVED FROM ALL COPIES OF THE PROPOSAL AND WILL NOT BE FORWARDED TO THE EVALUATION COMMITTEE MEMBERS FOR EVALUATION.

- 5.1 ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL
- 5.2 FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE
- 5.3 FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS
- 5.4 EFFECT OF FIRMS RECENT, CURRENT AND PROJECTED WORKLOAD
- 5.5 EFFECT OF PROJECT TEAM LOCATION

5.2 FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR SIZE AND TYPE

1. Project Title: _____
2. Project Location: _____

3. Project Description: _____

4. Owner's Contact Name and Address: _____

Contact Person/Phone No.: _____
5. Project costs at project completion: Design: _____
Construction: _____
6. Were the Design Services completed within budget? _____
If not, what were the original design fees? _____
7. Were the Construction Services completed within budget? _____
8. Project Duration (Dates):
 - a. Design: Start Date: _____ Completion Date _____
 - b. Construction: Start Date: _____ Completion Date _____
9. Were the Design Services completed within schedule? _____
If not, what was the original design completion date: _____
10. Were the Construction Services completed within schedule? _____
11. If not, what was the original construction schedule? _____
12. Location of office performing work: _____
13. Was applicant the prime firm? _____ Or Subconsultant firm? _____
14. Was work performed in-house? _____
15. Type/Scope of services provided: _____
16. Names of key team personnel for this project: _____
17. Which members of your proposed team worked on this project? _____

I hereby certify that the information provided in this response is accurate, complete, and current at the time of submission.

PROFESSIONAL: _____

BY: _____
AUTHORIZED SIGNATURE

TITLE: _____

DATE: _____

SECTION C SCOPE OF SERVICES

Retroreflectivity Traffic Sign Replacement and Maintenance Program

Scope Summary:

The Traffic Services Division (TSD) is proposing that a consultant will be retained to develop a business plan, budget, and a signed and sealed methodology that will allow the TSD to comply with the new Federal mandate on sign retroreflectivity. The consultant will build the traffic sign database, evaluate the existing traffic sign inventory, assign a condition code, identify the signs for replacement and train staff on new equipment and software required to maintain, use and update the traffic sign database. The traffic signs would then be replaced over a four-year period via an equipment contract while simultaneously, the traffic sign manufacturing shop would be expanded and staff and supporting equipment would be recruited and acquired in order to maintain the new traffic sign inventory at the Federal Highway Administration (FHWA), Manual on Uniform Traffic Control Devices (MUTCD) nationally mandated standards. This professional engineering contract will have a two-year duration beginning at the notice to proceed date and an option for three one-year consecutive renewals.

Tasks:

1. Program Development - The consultant shall develop a detailed scope of services and cost estimate for establishing and maintaining the initial program: determine the best methodologies for compliance, identify assets for data gathering, establish a program business plan and retroreflectivity standards for the County, research database options for assigning and recording traffic sign locations (GPS – X,Y coordinates), sign condition and inspection procedures, identify equipment and software needs and provide program schedules and list of deliverables. Consultant shall also advise on longer term or multi-year program goals for establishing realistic phased deployment matching any budget constraints provided.
2. Program Requirements - The consultant shall identify internal staffing requirements to support the program, recommend consultant and contractor support levels necessary to successfully deploy and maintain the program. Provide training of additional traffic sign maintenance staff in TSD. Identify operating cost impacts for; positions, vehicles/trucks, capital required for sign shop expansion and raw traffic sign material acquisition; U-channel posts, aluminum sign blanks, retroreflective sheeting, EC film, inks/dyes and etc.
3. Data Base - Consultant shall utilized the existing traffic sign database and enhance it to accommodate all requirements as identified for the program, locating traffic signs and condition coding, assigning service life-cycle values, sign replacement due dates, automated data base updates and work schedules. The data base shall have user friendly update capabilities from the field by sign maintenance staff. It shall also be compatible for conversion to input into the Hansen System Database as required.
4. Equipment, Tools and Software - Consultant shall identify equipment needs for TSD's capital acquisition of retroreflectometers, field hardened laptop computers, PDAs, GPS equipment, database software programs, communications network and all other that will be required for the locating and condition coding of traffic signs and maintenance of the traffic sign database.
5. Training - Consultant shall provide the standard operating procedures manual for the program, training of positions of traffic sign staff including equipment and software training. New positions will be required to complete inspections and update/maintain the traffic sign database, sign locating and condition coding, sign repair/installation, and in-house contract management for sign construction and inspection services. Consultant is expected to include a training manual for initial training of all positions involved in this program, as well as hold adequate classes to assure operational competency of staff.