



**Request for Qualifications (RFQ)
for
On-Call Transportation and Traffic Design Services**

I. Introduction

The City of San Carlos is soliciting written proposals from qualified firms to provide on-call consultant services for transportation and traffic design services. Proposals shall be submitted by firms that are capable and with demonstrable background with work as described in Section III, "Scope of Services," of this notice. Projects may include but are not limited to construction or rehabilitation of street and roadway infrastructure such as sidewalks, pavement, lighting, and pedestrian and bicycle features. Projects may be funded by various federal, state, and/or local sources. In addition, all interested firms shall have enough, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings. The City will contract with the primary firm, under which subconsultant(s) may operate.

The City intends to award at least one contract to support planning, design, and delivery of capital improvement projects for one year on an as-needed basis with up to four 1-year extensions. Due to the nature of the work, no work is guaranteed on any contract even if awarded. The scope of work may vary and will be requested on a task order basis as the need arises.

Proposals shall be submitted to Jana Cadiz at jcadiz@cityofsancarlos.org no later than 4:00 P.M. on Friday, August 18, 2023. Each proposer shall submit copies of the proposal(s) in accordance with Section IV, "Proposal," of this notice.

II. Background

San Carlos, incorporated in 1925 as a General Law city, encompasses 5.6 square miles and is located halfway between San Francisco and San Jose. The City is governed by a five-member City Council with members selecting a Mayor for a one-year term and has an appointed City Manager. The City population of slightly more than 28,000 residents has high property values and a high median household income. There has been a great emphasis on public participation in local government and the citizenry is quite active. Other information regarding the City of San Carlos can be found on the City's website – www.cityofsancarlos.org.

Selected consultant(s) will work under the direction of the Public Works Director or designee to handle service tasks, as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from on-call consultant(s) when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order amending the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City.

III. Scope of Services:

The scope of work includes but is not limited to:

- **Transportation Engineering Design:** The consultant shall provide all services and work required to design transportation related projects (locally and federally funded) throughout the city. Work may include, but not limited to: studies and reports, public meetings, street and/or landscape design and technical memorandum. Street design may involve street rehabilitation, curb ramps, curb extensions, new striping, bike and pedestrian improvements/master plan implementation, safe routes to school, streetlights, and signalized crosswalks. Consultant must show a depth and variety of technical and professional knowledge of transportation design.
- **Traffic Engineering:** The consultant shall perform services that will include, but not limited to: engineering and traffic surveys to establish prima facie speed limits throughout the City according to the most current California Vehicle Code and California Manual on Uniform Traffic Control Devices, signal and stop warrants analysis for possible signal or stop sign installations, roundabout design and analysis, and general traffic engineering associated with the planning, design, studies and evaluation of traffic engineering projects. Projects may require experience with microsimulation modeling (such as use of Synchro Suite, Vissim Sidra, etc.), Active Transportation Program, and Caltrans coordination.

The above list is not intended to be exclusive; other services will likely be sought as the need arises, such as outreach and construction support.

IV. Proposal

Interested firms must submit their proposal to be considered for City review. The proposal shall be clear, brief, and concise. 8-1/2" x 11" sheet sizes should be used for the text, with 11" x 17" sheet sizes for any fold-out figures, organizational charts, schedules, or drawings. The proposal shall not exceed 15 pages, excluding resumes. At a minimum, the proposal should contain the following elements in the exact order and segmentation listed below:

A. *Cover Letter.*

Describe your firm or team's interest and commitment in providing Consultant Services to the City. The letter accompanying the proposal must provide the name, title, address, telephone number, and signature of the individual(s) authorized to negotiate and bind the firm contractually. An unsigned proposal or one signed by an individual unauthorized to bind the firm may be rejected. The cover letter shall provide a summary of the firm's capabilities and availability of staff, information and qualifications of the proposed lead who will be representing the firm.

B. *Project Understanding, Approach & Objectives.*

Provide a discussion demonstrating the firm's understanding of the project, the goals, the services to be provided, their significance to the overall City goals. Include a detailed description of the firm's proposed approach to implementing the Scope of Services described in Section III. At a minimum, the approach shall include implementation plan for the tasks described in the scope of services and any recommended revisions or additions to the list of tasks. A sample for a specific project or projects may be presented in this section.

C. *Experience and Qualifications.*

Provide a brief history of the firm, including name of the firm, general services, experience, the year the firm was established under the current name, the principal place of business, and the location of local office(s). Indicate any other previous names for the firm during the last five (5) years and the year any name change was effective.

Provide a list of at least three (3) prior projects/contracts within the last five (5) years in which firm provided relevant services similar to this assignment. The consultant must present significant evidence of successful projects done for local government clients over the past five years. Projects should be representative types normally done by local government organizations. The list shall include the following for each assignment:

- Name of client
- Location (city and state)
- Name and brief description of project/services
- Start date of agreement/contract and date of completion
- Contract value
- Respondent's scope and role in the project (include explanation of methodologies and approaches used)
- Client reference for services provided, including name, agency, position, phone, and email

D. *Team Organization Structure, Staffing, and Experience.*

Identify the personnel that will be assigned to the key positions. Include an organization chart and provide a matrix including which projects team members have worked on together in the past. Briefly describe the qualifications and experience of the team members expected to be assigned to this project, including:

- Total years of experience, including number of years with the current firm.
- Up to three (3) recent relevant projects; include a brief description of the project (scope, size, cost, etc.), the individual's specific role on the assignment, the year the individual's work on the assignment was completed, and the individual's employer while working on the assignment.

E. *Resumes.*

Include single page resumes of the engineers, technicians, key personnel and subconsultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the City.

F. *Fee Schedule.*

The consultant shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project.

The method of payment to the successful proposer(s) shall be on a time and expense reimbursement basis for actual work performed. Fee schedule shall include direct costs and overhead such as, but not limited to, transportation (within the greater Bay Area unless approved prior), communications, subsistence, and materials. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project, typically on a monthly basis. No payments will be made for work performed prior to execution of the agreement.

Selected consultant will need to provide proposals for tasks upon request, which are to include deliverables for (sub)tasks, estimated total cost detailing subtotals for subtasks, and anticipated amount of staff hours. Each invoice for task orders shall indicate percentage of completion for each deliverable before payment can be made.

G. *Other Relevant Information & Exceptions.*

Provide additional relevant information that may be helpful in the selection process including:

- Conflict of Interest
Provide names of individuals associated with the firm that have a potential conflict of interest. The City may not contract with a proposer if the proposer is an employee, officer, or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board, or commission member of the City who influences the making of the contract. Furthermore, the City may not contract with any proposer whose income, investment, or real property interest may be affected by the contract. Proposals are subject to disqualification based on such a conflict of interest as determined by the City.
- City Standard Agreement

The selected firm will be required to execute an Agreement for on-call services on the City's form, which is made part of this Request for Proposal as shown in Appendix 1. All proposers are directed particularly to review all Indemnification, Hold Harmless and Insurance requirements set forth in this Agreement. Any requested changes to the City's Agreement must be submitted with the proposal and will be evaluated as part of the proposal. Changes to the Agreement may render the proposal non-responsive. Authorization of Task Orders Consultant services will be on an as-needed, on call basis throughout the term of the Agreement. Consultant Services will be authorized by task orders issued by the City, which may be in the form of a written or verbal request. The Consultant is responsible for acknowledge receipt of request within two (2) working days. Task orders may vary significantly in scope and duration and will be determined in greater detail as each task order is assigned. The City will discuss the scope of services with the selected Consultant prior to issuing a task order. The Consultant will be responsible for preparing a detailed scope, staffing and fee estimate for each task order. The City may accept the Consultant's task order proposal or negotiate with the Consultant. The City reserves the right to not accept the Consultant's task order proposal and perform work with other resources.

H. *Terms and Conditions.*

The proposal shall stipulate that it is predicated upon all the terms and conditions of the Request for Proposals. In addition, it shall contain a statement to the effect that it is valid for a period of one hundred twenty (120) days from the date of receipt thereof by the City. It shall be signed by an official authorized to bind the organization.

Any changes made by the City to the requirements in this RFQ will be made by written addenda. Any written addenda issued to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instructions. The City reserves the right to revise or withdraw this RFQ at any time and for any reason.

Single Proposal Response

The City reserves the right to reject all proposals, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the proposal should be directed to Jana Cadiz, Associate Engineer, at the above address, by telephone at (650) 802-4108, or preferably by email at jcadiz@cityofsancarlos.org.

Additional Submittal Information

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting a Proposal, Proposer represents that:

- (1) Proposer has thoroughly examined and become familiar with the Work required under this RFQ,
- (2) Proposer comprehends all conditions that may impact the Proposal,
- (3) Proposer has reviewed of all addenda, and
- (4) Proposer is capable of providing the equipment, goods and services necessary to perform the Work and/or meet the specifications outlined in this RFQ, in a manner that meets the City's objectives.

Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFQ documents. Once the award has been made, failure of a Proposer to have read all of the conditions, instructions and the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a Proposer to withdraw its Proposal or to seek additional compensation.

All Proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

Non-Obligation

The City retains sole discretion to evaluate proposals and may make an award to the Consultant the City deems to have the most responsive proposal. Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

V. Schedule

The City has designated the following activities and dates as key to the project schedule. Proposers are encouraged to assist the City in adhering to this timeline. The City reserves the right to change the schedule at its own discretion.

Anticipated Schedule for Selection	
Release of RFQ	July 31, 2023
Deadline to Submit RFQ Questions	August 14, 2023
Deadline to Submit Qualification	August 18, 2023
Interview of Firms (as needed)	August 28-September 1, 2023
Selection Complete	September 8, 2023
Contract Award	September 25, 2023

VI. Selection Process

Qualifications will be screened, and a selection committee will short-list the top candidate(s). The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work
- Consultant's experience with contracts of similar complexity and magnitude
- Qualifications of the staff being assigned to this project
- Demonstrated ability of the Consultant to perform high quality work, to control costs, and to meet time schedules
- Ability to work effectively with City staff
- Other qualifications/criteria as deemed appropriate by the Public Works Director or the panel reviewing the proposals (e.g., experience with Safe Routes to School Projects)

VII. Submittal Guidelines

Proposers shall submit an electronic copy of their proposal bearing the subject and title “Consultant Name – Qualifications for On-Call Transportation & Traffic Design Services” to: Jana Cadiz, Associate Engineer, jcadiz@cityofsancarlos.org

PROPOSALS MUST BE RECEIVED BY 4:00 P.M. ON FRIDAY, AUGUST 18, 2023.
Proposals received after this time or at any other location will not be accepted.

Contact Jana Cadiz at (650) 802-4108 or jcadiz@cityofsancarlos.org should you have any questions.

Attachments

Appendix 1: Sample Agreement