Members of the Board:

As a result of the large number of backlogged signal projects, Public Works currently has a need for traffic engineering consultants that can conduct various traffic studies and design traffic related improvements in a timely manner. Additional technical expertise and assistance are warranted, and it is recommended that two traffic engineering firms be hired as on-call consultants to assist us with these project designs.

The Department of Public Works requests your Board’s authorization to submit the attached Request for Proposals (RFP) for on-call traffic engineering consultant services. The scope of services will include the design of traffic signals and other transportation improvements, traffic studies, parking and circulation analyses, traffic signal coordination and timing plans, peer review of design projects, and other engineering services as necessary. We anticipate the selection of a firm in March 2007 in order to present a contract for your Board’s approval on or before March 27, 2007.

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the attached Request for Proposals to advertise for on-call traffic engineering consultant services.
2. Direct the Clerk of the Board to advertise the Request for Proposals for one day on February 18, 2007, in accordance with provisions of the Public Contract Code Section 20392.

Yours truly,

THOMAS L. BOLICH
Director of Public Works

TLB: JRS: mg

Attachments

RECOMMENDED FOR APPROVAL:

[Signature]

County Administrative Officer

copy to: Public Works

traffic services  m
REQUEST FOR PROPOSALS

ON-CALL TRAFFIC ENGINEERING CONSULTANT SERVICES

I. BACKGROUND

The Department of Public Works is searching for two traffic engineering consultant firms with civil engineering and survey capabilities (or can obtain these capabilities through subcontractors) to provide services as noted in the Scope of Services below. The contract term is expected to be from date of approval until June 30, 2010, with an anticipated $100,000 contract sum per year per consultant. Your proposal should be submitted to the Director of Public Works, County of Santa Cruz, 701 Ocean Street, Room 410, Santa Cruz, California 95060, no later than noon on Friday, March 2, 2007.

II. SCOPE OF SERVICES

It is understood by County and Consultant that Consultant performs or secures the performance of consulting and related services for the County as on-call consultants. On each occasion Consultant performs services for the County, Consultant shall advise the County in writing of the scope of services to be provided, and the cost of and estimated time to perform services. Consultant shall not proceed to perform any such service until County and Consultant have established a project cost, a completion schedule, and a time period for performance, and the County has given its written authorization to perform. Written approval for performance and compensation shall be granted by the Director of Public Works, or his/her designee.

A. Scope of Work

The assignments may include but are not limited to the following:

- Qualitative analysis of general traffic circulation and transportation issues and/or quantitative analysis of site-specific traffic operations and performance;

- Formulation of options and recommendations for both general and specific projects, including improving traffic circulation, preparing cost estimates for recommended improvements, schematic design of proposed traffic improvements, collection of data to perform the above including traffic counts, origin and destination studies, traffic modeling, parking surveys, Level of Service analysis of intersections and streets, etc., as necessary;
• Design of selected traffic improvements, including plans, specifications, and cost estimates;

• Conduct and/or participate in public meetings to effectively communicate with the public;

• Preparation and implementation of traffic signal coordination and timing plans;

• Survey and property acquisition documentation including right-of-way investigation and appraisal map;

• Speed surveys;

• Traffic signal and stop sign warrants analyses;

• Peer review of design projects, traffic studies, and traffic control plans.

B. Compensation

Compensation shall be as determined on a pre-authorized task-by-task basis according to the current billing rates of the Consultant.

C. Ownership of Documents

Title to all final documents, including drawings, specifications, data, reports, summaries, correspondence, photographs, computer software (if purchased on the County’s behalf), video and audio recordings, software output, and any other materials with respect to work performed under this Agreement shall vest with County at such time as County has compensated Consultant, as provided herein, for the services rendered by Consultant in connection with which they were prepared.

III. PROPOSAL REQUIREMENTS

The written proposal will include the following:

A. Statement of Qualifications - A statement of your firm’s qualification to adequately perform the requested traffic engineering services is required including the main personnel associated with these services.

B. Project Team Organization - Describe the project team organization and staffing plan indicating the line of responsibility of each team member and subcontractors. Also, identify the team members responsible for interface and coordination with the County. Discuss how this team has worked in the past with other agencies.

C. Current Fee Schedule - Estimates of expenses broken down by personnel. Other expenses should be itemized as well.
D. Name, address, and telephone number of firm submitting the proposal.

E. Principal Contact – The person responsible for acting as the principal contact with the County should be listed.

IV. EVALUATION CRITERIA

Consultant selection will be based on evaluation of the following:

A. Qualifications and recent experience with requested professional services.

B. Reference checks with most recent clients.

C. Past experience and performance on similar projects related to cost control, quality of work, meeting schedules, errors and omissions control.

D. The consultant’s experience and ability to handle public relations and communications issues.

E. The present workload of the consultant, availability of staff and ability to meet the potential project schedules.

F. Familiarity with applicable practices and procedures for the type of services requested.

G. Familiarity with the various applicable regulatory agencies’ requirements and procedures for the types of services requested.

V. PROPOSAL SUBMITTAL

Please submit three (3) copies of your firm’s written proposal for services described in this Request for Proposals by noon on Friday, March 2, 2007. Direct all your inquiries concerning the RFP to Jack Sohriakoff, Senior Civil Engineer at (831) 454-2160 and mail your proposal to:

On-Call Traffic Engineering Consultant Services
County of Santa Cruz, Department of Public Works
701 Ocean Street, Room 410
Santa Cruz, CA 95060