



City of Corcoran

REQUEST FOR PROPOSALS (RFP)

**Systemic Safety Analysis Report (SSAR):
Preliminary Engineering for Analysis of the Entire City Roadway System**

Date Released: 11/13/2019

**City of Corcoran
832 Whitley Ave
Corcoran, CA 93212**

Proposals are due prior to 11:00 AM on Wednesday 12/04/2019

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INTRODUCTION

The City of Corcoran (City) is issuing a request for proposals (RFP) for engineering services from qualified Consultants.

The Systemic Safety Analysis Report (SSAR): Preliminary Engineering for the Analysis of the Entire City Roadway System (Proposal) will be funded with Federal dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE Goal for this project is 18%.**

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the City of Corcoran has specifically e-mailed a copy of the RFP to and will be posted on the City of Corcoran website at:

<http://www.cityofcorcoran.com>

It shall be the Consultant's responsibility to check the City of Corcoran's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's Proposal. The hard copies and CD/DVD shall be mailed or submitted to the Office of the City Clerk of the City of Corcoran at 832 Whitley Ave, Corcoran, California 93212 prior to the deadline of **11:00 AM on Wednesday, December 4, 2019**. Proposals shall be submitted in a sealed package clearly marked **Systemic Safety Analysis Report (SSAR): Preliminary Engineering for Analysis of the Entire City Roadway System** and addressed as follows:

Office of the City Clerk
RE: Systemic Safety Analysis Report (SSAR)
City of Corcoran
832 Whitley Ave
Corcoran, CA 93212

The submitted proposals will be reviewed and ranked in accordance with this RFP. Consultant is to submit fees in a separate sealed envelope.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to **11:00 AM on Wednesday, December 4, 2019**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City of Corcoran to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Corcoran reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best

interests of the City of Corcoran to do so. Furthermore, a contract award may not be made based solely on price, but will be considered due to limited project funding.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City of Corcoran.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The following anticipated project schedule milestone dates are for the consultant's consideration, but may be subject to change:

Date RFP Issued:	November 13, 2019
Deadline for Proposal Submission:	December 4, 2019
Proposal review and evaluation:	Week of December 9, 2019
Contract Award and Notice to Proceed:	Week of December 11, 2019
Draft SSAR Report:	March 2020
Presentation of Final SSAR Report:	May 2020

Any questions related to this RFP shall be submitted in writing to the attention of Joe Faulkner via email at joe.faulkner@cityofcorcoran.com. Questions shall be submitted before 5:00 PM on **November 27, 2019**.

No oral questions or inquiry about this RFP shall be accepted.

PROJECT DESCRIPTION AND BACKGROUND

The systemic safety analysis report shall follow all applicable procedures outlined in the Systemic Safety Analysis Report Program (SSARP) Guidelines, dated February 2016 and will focus on evaluating all City owned roadways including residential and local streets but excluding Caltran's facilities. Also, it is focusing on evaluating traffic signs, pavement markings, and curb markings in the City. All existing traffic signs, pavement markings, and curb markings on roadway segments and intersections will be analyzed to determine if compliance with the latest edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD) is achieved, retro-reflectivity levels are adequate, signage visibility is not obstructed, existing sign/pavement marking locations are justified, recommend locations for new or relocated signs/pavement markings, and identify worn and damaged signs/pavement markings for replacement. The report includes but is not limited to evaluation of the traffic signage near school zones, senior center areas, crosswalks, truck routes, speed limit areas, and bicycle roads in the City.

The Strategic Highway Safety Plan (SHSP) is a state-wide coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads. An SHSP identifies a State's key safety needs and guides investment decisions towards strategies and countermeasures with the most potential to save lives and prevent injuries. Key Challenge Areas identified in the SHSP that this SSAR will address include:

1. Intersections, interchanges, and other roadway areas
2. Work zones
3. Speeding and aggressive driving
4. Pedestrians
5. Bicycling
6. Commercial vehicles
7. Emergency medical services
8. Roadway departure and head-on collisions
9. Distracted driving
10. Young Drivers
11. Aging Road Users
12. Alcohol and Drug Impaired Driving

To address the Key Challenge Areas listed above, the SSAR will evaluate the City's entire roadway system, including but not limited to detailed studies of the following roadways:

1. Whitley Avenue
2. Dairy Avenue
3. Oregon Avenue
4. Downtown Area

SCOPE OF WORK

General:

The City of Corcoran is interested in contracting with a Consultant that will conduct and coordinate specified tasks necessary to prepare the **Systemic Safety Analysis Report (SSAR): Preliminary Engineering for Analysis of the Entire City Roadway System** for the City's entire roadway system.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall be required to maintain Errors and Omissions insurance for the duration of this project.

Services to be Provided:

The Consultant selected shall provide all services and materials necessary to complete the Systemic Safety Analysis Report (SSAR): Preliminary Engineering for Analysis of the Entire City Roadway System.

Specifically, the Consultant selected will be required to complete the following tasks:

1. **Project Management** – Joe Faulkner will serve as the contract manager and direct liaison between the Consultant and the City of Corcoran. The Consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling a kick-off meeting and subsequent monthly meetings thereafter with City of Corcoran staff, managing the project schedule, preparing and distributing meeting minutes, field reviews, tracking action items for the City of Corcoran and Consultant sub-contractors, and preparing all submissions for the City of Corcoran to submit to Caltrans Local Assistance. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.
2. **Data Collection** – The Consultant will collect collision data provided by the Corcoran Police Department involving vehicles, bicycles, and/or pedestrians. Consultant will also conduct a data search through the State crash databases Statewide Integrated Traffic Records Systems (SWIRTS) and Transportation Injury Mapping System (TIMS) to supplement data collected from the Corcoran Police Department. A minimum of five years of collision data is to be collected in order to adequately identify local crash hot spots and risk factors.

Consultant will conduct field surveys to gain a better understanding of the City's roadway network and collect various roadway characteristics. Elements to be collected include but are not limited to the following: roadway classification, types of users, travel patterns, roadway width, speed, traffic volumes, curves, and traffic control types. Review of digital imagery such as aerial photography and/or "street view" may be used to supplement but not replace field surveys. The information collected will be used to determine priorities and identify the appropriate type and appropriate location of countermeasures. Some of these elements may be provided by the City's Public Works

Department, thus the Consultant will be required to work with the contract manager to obtain such data.

- 3. Data Analysis** – Collision data will be reviewed, interpreted, and analyzed to identify predominant collision types and identify roadway features that may have contributed to those collisions. The Consultant should consider guidance from the Local Roadway Safeway Manual (LRSM) to complete the crash data analysis. In addition, collision occurrences should be identified and categorized as non-injury, severe injury, and fatal.

Roadway characteristics will be reviewed, interpreted, and analyzed to determine the risk factors associated with nominal safety design. Based upon the issues identified, a list of potential high-risk roadway characteristics will be developed through the systemic safety approach. Inventories will be created of the following roadway characteristics: signage, pavement markings, curb markings, miscellaneous traffic devices, and traffic sign retro-reflectivity assessment. Each roadway characteristic element is to be located using accurate global positioning (GPs) and identified by latitude and longitude using spreadsheet or database file format. Signs are to have designated CAMUTCD sign ID and inventory ID. Traffic sign retro-reflectivity assessment is to be performed by methods approved by the FHWA and conform to the latest edition of the FHWA's Methods for Maintaining Traffic Sign Retro-reflectivity, Chapter 3, and "Assessment Methods" for Visual Nighttime Inspection.

Infographics, maps and tables should be developed illustrating the severity of collisions for presentation to technical and non-technical audiences. Similarly, infographics, maps and tables should be developed illustrating the location of the various roadway characteristic elements. The Consultant will prepare a crash analysis technical memorandum and GIS shapefile for crash data and data attributes information.

- 4. Countermeasure Selection** – Based on the types of collisions identified, roadway characteristics and conditions, Consultant will propose appropriate countermeasures. The list shall include all possible treatments, including driver behavior modification activities, potential collision reductions, and anticipated costs. Additionally, issues which may prevent implementation of the countermeasures shall be listed.

Countermeasures shall be proposed for: dynamic signage, signalized intersections, unsignalized intersections, and roadway segments (for arterial and residential streets). Consultant will share proposed countermeasures with City staff for input and review.

Consultant will develop a prioritized list of countermeasures to serve as the basis for projects developed in the final report. The methodology to determine prioritized list shall be documented and included in the final report.

- 5. Develop Safety Projects** – The Consultant shall develop a recommended list of safety projects using the list of countermeasures developed in Task 4. The recommended projects shall take into consideration fiscal constraints and limitations associated with acceptable deployments within the City roadway network. A cost/benefit ratio analysis shall be performed for these projects by using the current Highway Safety Improvement Program (HSIP) calculation methodology. A list of prioritized safety projects documenting the methodology used shall be developed. Additionally, a detailed summary of the prioritized safety projects will be provided, including but not limited to the following: description of project, location(s), vicinity map, type of safety improvement, estimated cost, and cost/benefit ratio. This list and summary of the prioritized safety projects will be presented and discussed with City staff to receive their input on each prioritized safety project.

- 6. Prepare Systemic Safety Analysis Report** – Consultant will prepare a final SSAR that summarizes the results of the previous tasks. The City shall receive five (5) hard copies and an electronic copy of the final report. The report shall include data collection and analysis process, roadway and collision characteristics, countermeasures being applied, benefit summary, cost/benefit ratio calculations, and a final list of recommended priority safety projects.

In accordance with the Caltrans SSARP Guidelines, the report must include the following sections:

- Executive Summary
- Engineer's Seal
- Introduction
- Statement of Protection of Data from Discovery and Admissions
- Safety Data Utilized (Collision, Volume, Roadway)
- Data Analysis Techniques and Results
- Highest Occurring Collision Types
- High-Risk Corridors and Intersections (Collision History and Roadway Characteristics)
- Countermeasures Identified to Address the Safety Issues
- Viable Project Scopes and Prioritized List of Safety Projects
- Attachments and Supporting Documentation

The report will be stamped and wet signed by a California registered Civil Engineer. All project related digital files (i.e. CAD drawings files/GIS shapefiles, dwgs, x-refs, blocks, fonts, doc, xlsx etc.) shall be provided to the City in digital format on a flash drive(s).

Work to be performed by the City of Corcoran – The City of Corcoran will perform the following tasks to assist the Consultant in the preparation of the System Safety Analysis Report:

1. Coordinate and conduct any public outreach (meetings, press releases, city website posts, etc.) as it may be deemed necessary.
2. Coordinate between the Consultant and the SSARP and other grant authorities.
3. Provide access and/or copies of available traffic studies and relevant documentation (collision data, etc.) on file with the Public Works Department and Police Department for the Consultant to review as part of the analysis.
4. Designate a staff person as a City contact for the duration of the project.

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory letter, or cover letter, shall be addressed to:

Clerk of the City of Corcoran
832 Whitley Ave
Corcoran, CA 93212

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet signed in blue ink by the individual authorized to bind the Consultant to the proposal.

2. Consultant Information, Qualifications & Experience

Provide a description of your firm's background and project qualifications, as well as a list of similar projects, clients and references that your firm has completed work for in the past 5 years.

3. Organization and Approach

Provide a description of the Consultant's team, including names, classifications and qualifications of key personnel and sub-consultants and an organization chart showing how the team will work together.

4. Scope of Services to be Provided

A statement of the proposed approach to the project scope of work, broken down by each task and then into subtasks. Include a breakdown of DBE utilization for each task listed in the Consultant's scope of work.

5. Schedule of Work

Proposals are to present an estimated project schedule based on the tasks outlined in the project scope of work and working days allowed.

6. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the City of Corcoran that may have an impact upon the outcome of the contract or the construction project. The

Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. Local Area Knowledge

Proposals are to provide a statement of the firms understanding of the City of Corcoran's local community and its roadway safety needs and deficiencies.

8. References

Provide at least three (3) references of agencies with whom the Consultant is currently consulting with or has consulted for in the past three (3) years.

9. Past Work Performance with the City of Corcoran

Proposals must provide a statement regarding the firm's past work with the City of Corcoran, if any. This statement will summarize the type of work performed for the City, contract amount, date, and contact person.

10. Current Workload and Obligations of Staff

In order to assure the City of Corcoran's best interest is protected, the Consultant shall disclose all current workload for each staff members who will be assigned to this project.

11. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the City of Corcoran is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and the most qualified consultant has been selected. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10.1.3 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

APPENDIX B – PROPOSAL EVALUATION

Evaluation Process

All proposals will be evaluated by a City of Corcoran Selection Committee (Committee). The Committee may be composed of City of Corcoran staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City of Corcoran Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City of Corcoran's requirements as set forth in this RFP.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and of any additional information that may be required to be submitted.

Consultants invited to interviews will be required to submit cost proposals in sealed envelopes during the interview. Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating scale. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

The Rating Scale and its respective description is as follows:

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	15
3	Organization & Approach	10
4	Scope of Services to be Provided	10
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	Local Area Knowledge	15
8	References	15
9	Past Work Performance with the City of Corcoran	15
10	Current Workload	10
	Total:	100

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Qualifications & Experience (15 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct traffic engineering services on both federal and nonfederal-aid projects.

3. Organization & Approach (10 points)

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to City of Corcoran needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Site Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- e. Working Relationship with City of Corcoran
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist City of Corcoran during the project.

4. Scope of Services to be Provided (10 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology

- i. Proposer has a system or process for managing cost and budget.
- ii. Evidence of successful budget management for a similar project.

5. Schedule of Work (10 points)

- a. Schedule shows completion of the work within or preferably prior to the City of Corcoran overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the City of Corcoran that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. Local Area Knowledge (15 points)

- a. Proposer provides a statement addressing firm's understanding of the local community and roadway safety issues.

8. References (15 points)

- a. Proposer provided as reference the name of at least three (3) agencies it currently or has previously consulted for in the past three (3) years. These references will include the name of the agency representative and contact information.

9. Past Work Performance with the City of Corcoran (15 points)

- a. Provided a description of past work performed with the City of Corcoran, including but not limited to:
 - i. Name of Project
 - ii. Contact Person
 - iii. Contract Amount
 - iv. Funding Source
 - v. Date of Contract
 - vi. Outcome of Project

10. Current Workload (10 points)

- a. Proposer described the firm's staff current workload and contract obligations, as well as its ability to prioritize the work of this project's tasks. This statement provides enough assurances that the Proposer will prioritize this project.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		15	
3	Organization & Approach		10	
4	Scope of Services to be Provided		10	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Area Knowledge		15	
8	References		15	
9	Past Work Performance with the City of Corcoran		15	
10	Current Workload		10	
Total:			100	

Attachment 1 – Sample Contract Agreement

Attachment 2 – LAPM Exhibits