



REQUEST FOR PROPOSALS

Professional Consulting Services
for:

Traffic Signal Interconnection Project

PROPOSALS DUE: December 8, 2022, by 4:00pm

DELIVER TO:

Attn: Merrill Buck, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, in Placer County, California, is seeking proposals from qualified firms to provide traffic engineering design, environmental clearance, federal funding authorization package preparation and design support during construction, for a project that involves interconnecting three (3) existing traffic signal and one new signal.

The project is made possible due to Federal grants which will utilize Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding for the construction phase of the project. The selected firm will therefore be responsible for providing grant administration services, in accordance with the Local Assistance Procedures Manual, as necessary, to prepare the E-76 request for construction.

The selected firm should have adequate experience in designing signals and signal interconnection systems, as well as experience in coordinating federally funded projects with a working knowledge of the time and personnel commitments necessary to obtain federal CEQA/NEPA environmental approvals.

SCOPE OF WORK

The scope of work will consist of field surveying, preparation of design drawings, specifications, and an estimate for traffic signal, signal timing, signage and striping modifications, completion of CEQA/NEPA environmental documents, preparation of technical studies, and all other required documents and/or reports resulting from the Preliminary Environmental Study (PES), completion of right of way and utility certifications, and all other documentation required to complete the federal funding E-76 request for construction, along with an allowance for design support during construction.

Signals to be interconnected include the signals at: (1) Taylor Road and Horseshoe Bar Road; (2) Taylor Road and King Road; and (3) King Road and Swetzer Road. Additionally, a new signal is proposed at the Taylor Road and Walnut Street intersection which will be interconnected to the other three signals.

The work shall be in accordance with the California Manual on Uniform Traffic Control Devices (MUTCD) (latest version), the Caltrans Standard Plans and Specifications (latest version), and the Town of Loomis Construction Standards.

RFP CONTENT

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm proposes to meet those objectives. Suggested content for the proposal includes the following:

Cover Letter

- Include office location where work is to be done, contact person's name, telephone number and email address.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.

- Indicate experience with similar efforts performed within the last 5-years.
- Provide references that the Town may contact.
- Provide resume for proposed staff member with qualifications, including listing of licenses, experience and level of responsibility.

Work Plan and Availability

- Address how the suggested scope of services will be accomplished.
- Specify the capacity/anticipated level of effort that staff is available to provide to project delivery services to the Town.

Cost

- Provide a matrix showing the estimated hours for each task and the hours that each job classifications is proposed to work on each task. .
- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.
- **In a separately sealed envelope**, provide a fee schedule showing the hourly rates for the staff proposed, their corresponding hours on each task and the total not to exceed amount proposed.

Consulting Services Agreement

- State in the proposal the firm’s willingness to accept the terms and conditions of the Town’s Standard Contract for Services Agreement including the required insurance information contained therein.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal.

DELIVERY

Qualifications must be submitted no later than 4:00 pm on December 8, 2022. Submit three (3) hard copies and one electronic pdf copy (flash drive or e-mail) to:

Merrill Buck, P.E.
 Town of Loomis, Engineering Division
 3665 Taylor Road
 Loomis, CA 95650
 (916) 824-1518; townengineer@loomis.ca.gov

ANTICIPATED SCHEDULE

RFP Issued:	November 7, 2022
Questions Due:	December 2, 2022
Final Addendum Issuance Date:	December 5, 2022
Proposals Due Date:	December 8, 2022 by 4:00 PM
Interviews:	Week of December 12 th
Council Award:	January 10, 2023

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, and experience. After those firms deemed the most qualified are short-listed, further evaluation and interviews may be conducted as part of the final selection process. The Town reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer's submittal.

The following criteria will be used to evaluate responses to this RFP:

- Project experience and responsibilities held by key personnel.
- Comprehensiveness of the response to the RFP.
- Satisfaction of prior and current clients (references).
- Understanding of work scope. Accuracy in estimating hours per task.

CONDITIONS

All proposals, and material contained therein, shall be considered public documents and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The City shall not bear any cost or reimbursement associated with its preparation.

ADDITIONAL INFORMATION

This RFP and supporting documents along with any addendum that may be issued are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Merrill Buck, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov by December 2, 2022.