

# EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES

## REQUEST FOR PROPOSALS

FOR

### ON-CALL TRAFFIC ENGINEERING SERVICES

IN THE CITY OF WEST HOLLYWOOD

#### **BACKGROUND**

The City of West Hollywood's Public Works Department's Engineering Division is responsible for conducting a wide variety of Traffic Engineering related work in the areas of street design, traffic signal design and operation, maintenance and upkeep of existing traffic signals, traffic signal engineering issues throughout the City, plan checking of traffic signal plans prepared by developers, setting speed limits on public roadways by conducting speed surveys, conducting warrants for various traffic control devices, preparation of signing; striping; and marking plans, traffic signal timing & phasing and other miscellaneous projects. All requests for services under this task shall be in the form of work orders issued by the City Engineer or Director of the Department of Public Works.

The City Currently has 66 Traffic Signals and uses both 1070 and 2070 controllers.

City seeks the expertise of a consulting firm that can perform the above-mentioned tasks in a lead capacity or staff augmentation capacity.

#### **PROPOSAL DUE DATE AND SUBMITTAL:**

Proposals shall only be submitted electronically to the City of West Hollywood via the following website address links:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**The Electronic Proposal System will close on Thursday, June 22, 2017, at exactly 10:00 AM**

Please note that all proposals are due at, or prior to, the time and date of the deadline. Late responses cannot be accepted. All applicable forms required to be completed per the Proposal Documents shall be submitted electronically prior to the proposal due date and time. Hard copies will not be accepted as a viable proposal. It is the Proposer's sole responsibility to ensure that its proposal is received as specified. Proposals may be submitted earlier than the date(s) and time(s) indicated.

Be sure you allow adequate time for the proposal submittal process to ensure receipt of the complete proposal prior to the closing date and time. Under most circumstances (i.e. standard file sizes of less than 10 MB total file size and a reasonably current uploading capable computer at your site) the submittal should take less than 10 minutes.

## **EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES**

Additional time will be needed if you are using older equipment with slower upload capability, or if your proposal has large file attachments or a large number of items.

Remember to save your proposal periodically in case of internet connection or power loss. Saving attached files (i.e. to a draft) can also help reduce the time needed to upload your submittal. You may edit a submittal at any time prior to the deadline.

### **REQUESTS FOR CLARIFICATION/QUESTIONS REGARDING THIS RFP:**

No proposer shall at any time, after submission of a proposal, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in RFP documents shall be called to the attention of the City by submission of a written request for clarification or question. Such submission, if any, must be sent using the "Q&A" tab of the electronic proposal system at:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**The deadline for submittal of Requests for Clarification/Questions is Thursday, June 15, 2017, at 10:00 am. Requests for clarification/questions received after this deadline will not be answered.**

Any inquiry should state the question only, without additional information. Responses to questions or comments provided by any other department, employee, or City office concerning the RFP will not be valid and will not bind the City. Inquiries received via telephone, fax, e-mail or in-person will not receive a response. City's responses to requests and submissions of questions will take the form of an RFP Addenda, which will be emailed to all persons and companies whom were sent this RFP, and posted electronically on Planet Bids within 4 calendar days of the end of the question period.

Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification. Anyone submitting a proposal or is on a proposal team shall not contact any City employee or City Council members regarding any aspect of this RFP unless in the manner described above. From the time the City has released this RFP and throughout the evaluation period; any email, telephone, text message, social media, face to face contact and/or communication, where there has been discussion of this RFP, may be the basis for a submittal being disqualified from consideration.

### **PUBLIC RECORDS AND RIGHT TO SUBMITTED PROPOSALS:**

All proposals, inquiries, responses, or correspondence related to or in reference to this request for proposals, and all documentation submitted by a Firm will become the property of the City when received.

## **EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES**

The City of West Hollywood is subject to California law regarding disclosure of public records. Firms must clearly identify any information they regard as proprietary in the proposal. Any such information should be marked "Proprietary" or "Confidential." Information that is proprietary within the meaning of California law will be withheld from any public records requests. All other information is subject to disclosure.

### **FORMAT FOR THE PROPOSALS:**

The Respondent(s) selected for the contract will be responsible for complying with all conditions of this RFP and any subsequent formal agreements. All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make an assessment of the Respondent(s)' services in accordance with the requirements herein. The City of West Hollywood shall not be liable for any pre-contractual expenses incurred by any proper or the selected Respondent. Respondents shall not include any such expenses as part of the price proposal in response to this RFP.

Proposal Content: Proposals shall not exceed twenty five (25) pages. Respondents should not include any unnecessarily elaborate promotional material. Lengthy narrative is discouraged and proposals should be brief, clear, and concise.

1. **Overview of the Company:** The consultant company that will take the lead in providing the requested services shall be described in this section. Provide a summarized overview of the company and its ability to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature to the Scope of Work; proven competence in services to be provided; strength and stability of the firm; staffing capability; current work load; track record of meeting schedules and supportive client references. Describe the process used by your company to ensure quality work will be provided to the City.
  - a. Provide a brief profile of the firm, including types of services offered; the year founded; form of the organization (corporation, partnership, or sole proprietorship); number, size and location of offices; and total number of employees.
  - b. Provide a general description of the firm's financial condition and identify any conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger, etc.) that may impede the company's ability to provide these services.
  - c. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to the City.
  - d. Describe specialized training, experience, professional competence, and certifications in the areas directly related to this RFP.
  - e. Identify sub-consultants by company name, address, contact person, telephone number and project function, if applicable. The list should include a summary of the roles and responsibilities of each sub-consultant.

## EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES

- f. Provide a minimum of three (3) references for completed work similar to that in the Scope of Work contained in this RFP. Furnish the contact name, title, address, and telephone number of the person at each client agency/organization who is most knowledgeable
2. **Proposed Team**
    - a. **Program Manager:** The consultant shall designate a qualified individual who will be the primary contact and will serve as the program manager for the City.
      - i. Provide a brief resume (one page maximum) describing the program manager's background, focusing on why this person is qualified to be the manager of the program.
      - ii. Cite specific examples of projects where this individual has done similar work to what is described in the scope of services of the program.
      - iii. Cite specific examples where this program manager has worked with the proposed project team that will be used in this program.
      - iv. List any certificates, licenses, training or special equipment training that this program manager has that may be relevant towards completing the scope of work.
    - b. **Project Team:** The consultant shall identify key personnel proposed to perform the specified tasks and include major areas of sub-consultant work.
      - i. Furnish brief resumes (one page maximum per resume) for the key personnel (including sub-consultants).
      - ii. Include a statement that key personnel will be available to the extent proposed for the duration of the required services acknowledging that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City of West Hollywood.
3. **Work Plan:** An outline of the Scope of Services is provided in Exhibit A. A narrative addressing the Scope of Services and demonstrating the understanding of the City of West Hollywood's needs and requirements.
    - i. Describe the proposed approach and work plan for completing the services specified in the Scope of Services. The description of the proposed approach shall discuss the services in sufficient detail to demonstrate the consultant's ability to accomplish the City's objectives.
    - ii. Describe the approach to managing resources, including a description of the role(s) of any sub-consultants, their specific responsibilities, and how their work will be supervised. Identify methods that consultant will use to ensure quality, budget, and schedule control.
4. **Exceptions/Deviations:** State any exceptions or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions.

## **EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES**

Where the consultant wishes to propose alternative approaches to meeting the City of West Hollywood's technical requirements, these shall be thoroughly explained. The consultant shall review the sample City Contract included in Exhibit B of this RFP. Any proposed changes to the boiler plate contract language shall be listed in this section. If the consultant does not have changes include a statement saying as such. Proposed changes will not have any influence on the evaluation of the proposal, but will speed up the process of the selected consultant to sign the contract documents. The proposed changes will be reviewed and approved by the City Attorney's Office prior to signing the contract documents.

- 5. Schedule of Fees:** Provide a Not-to-Exceed Fee Proposal for the first 24 months to perform services in Exhibit A, including a schedule of hourly rates that will be charged for each member of the project team including subconsultants, contractors, and subcontractors. The City proposes to issue an Agreement for Services with the selected consultant for a period of two (2) years with the City having the option to extend for a maximum of two (2) additional two (2) year options.

### **SELECTION CRITERIA:**

The criteria for evaluating the submitted proposals will take the following items into consideration:

- Qualifications of the Firm, Proposed Team and Organization (50%)
- Reference on previous project experience (30%)
- Schedule of Fees (20%)

The proposals will be reviewed by a committee of City staff members. The committee will evaluate each submitted proposal and score them according to the criteria above. An average of the scores will be used to rank the proposals. Depending on the number of proposals submitted, the top tier of proposers may be asked to come in for an interview. The City reserves the right to negotiate pricing and for additional terms. The City also reserves the right to begin negotiations and enter into a contract without an interview or further discussions. Once negotiations are complete, a recommendation will be submitted to the City Council for approval of the contract.

The City at its sole discretion reserves the right to select more than one company to provide services, if it is in the best interest of the City.

### **RIGHT TO REJECT ANY OR ALL PROPOSALS:**

The City of West Hollywood reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Where two or more firms are deemed equal, the City reserves the right to make the award to one of the two firms.

### **WITHDRAWAL OF PROPOSALS:**

Prior to the Proposal submittal deadline, a proposal may be withdrawn by the Proposer only by using the Agency's electronic system. No proposer may withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals.

## **EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES**

### **IRREGULAR PROPOSALS:**

Unauthorized conditions, limitations, or provisions attached to a proposal will render it irregular and may cause its rejection. The completed proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. No oral, telegraphic, or telephonic proposal, modification, or withdrawal will be considered.

### **DISQUALIFICATION OF PROPOSERS:**

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Proposer is interested. If there is reason for believing that collusion exists among the Proposers, all proposals will be rejected and none of the participants in such collusion will be considered in future proposals.