



REQUEST FOR QUALIFICATIONS
Preparation of the City of Lemoore Local Roadway Safety Plan (LRSP)

1.0 SUBMISSION INSTRUCTIONS

SEALED PROPOSALS must be submitted by: **4:00 p.m. PST Tuesday, September 6, 2022.**

Submit the proposal to:

City of Lemoore
711 W Cinnamon Drive.
Lemoore, CA 93245
Attn: Frank Rivera, Community Services Director

Number of copies to be submitted: One (1) original plus three (3) copies

Proposals received after the above-mentioned time and date may not be considered. Your proposal must include the name, e-mail address and telephone number of a contact person.

2.0 INTRODUCTION

The City of Lemoore, hereinafter referred to as “CITY”, is seeking proposals from consultants to prepare the City of Lemoore Local Roadway Safety Plan. The LRSP will be funded with Federal dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the City of Lemoore has specifically e-mailed a copy of the RFP to and will be posted on the City of Lemoore website at: <https://lemoore.com/ifb>

3.0 SCOPE OF WORK/PROJECT DESCRIPTION

An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local roads. The Lemoore LRSP will focus on identifying opportunities to improve traffic safety on roadways within the city. Tasks performed by the Consultant shall include, but are not limited to, the following:

1. **Project Management** – 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 staff, managing the project schedule, preparing and distributing meeting minutes, field reviews, tracking action items for the City and Consultant sub-contractors, and preparing all submissions for the City 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 City 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 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. **LSRP Development** – Consultant will prepare a final LSRP 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).

4.0 PROPOSAL REQUIREMENTS

Please include the following in the proposal:

1. Name and address of main office
2. A resume of the individuals who will be assigned to the design team. Descriptions of experiences in similar projects should be included within each resume. Identify the specific individuals who will actually do the design work. The project manager or the design engineer must be a registered civil engineer with experience in similar projects.
3. A brief statement telling how the firm will undertake the project and why the consultant feels that its firm should be considered for this project.
4. A list of similar projects that the firm has worked on within the past five years. A brief statement describing each project and the specific work performed by the consultant should be included.
5. A schedule outlining the projects time for completion.
6. A sealed fee proposal for the project under a separate cover.

5.0 PROPOSAL EVALUATION

Evaluation of the submitted proposal will be based on:

1. Experience of the firm in similar projects, particularly in the design of LRSP reports for small communities.
2. Proposed plan of action (scope of work) and its appropriateness to the community.

6.0 SELECTION AND SCHEDULE

The CITY will select a consultant from the received proposal and may request interviews with the consultants if needed. After the most qualified engineering firm is chosen, then the fee is negotiated. If negotiation of reasonable fees is not possible, then fees are negotiated with the next most qualified engineering firm. The firm must be licensed to perform the required services in California.

- | | |
|---|-------------------------|
| • RFQ Release Date | August 18, 2022 |
| • RFQ Responses Due | August 25, 2022 |
| • Interviews | As needed, not required |
| • Contract Award | September 9, 2022 |
| • Issue Notice To Proceed Approximately | September 12, 2022 |

7.0 COST PROPOSAL

Consultant shall provide a sealed cost to complete the work.

8.0 DISCLAIMERS

This RFQ does not commit the CITY to enter into a contract, nor does it obligate the CITY to pay for any costs incurred in preparation and submission of qualifications or in anticipation of a contract. The CITY may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by a consultant, and/or require additional evidence of qualifications to perform the work described in this RFQ. All qualifications will be subject to public disclosure as required by the California Public Records Act.

The CITY reserves the right to:

1. Reject any or all proposals;
2. Issue subsequent Requests for Proposal;
3. Cancel the entire Request;
4. Appoint an evaluation committee to review the qualifications;
5. Alter the Selection Process Dates;
6. Remedy technical errors in the RFQ process;
7. Seek the assistance of outside technical experts in qualification evaluation;
8. Approve or disapprove the use of particular subcontractors;
9. Establish a short list of consultants eligible for interviews after review of written qualifications;
10. Negotiate with any, all, or none of the Proposers;
11. Solicit best and final offers from all or some of the Proposers;
12. Award a contract to one or more Proposers;
13. Accept other than the lowest offer; and/or,
14. Waive informalities and irregularities in proposals.

9.0 OTHER REQUIREMENTS

Consultant shall be required to possess, at his/her own expense, a valid and current City of Lemoore Business License, prior to commencing work.