



CITY OF CARSON, CALIFORNIA

701 East Carson Street, Carson CA 90745

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS NUMBER RFP 22-004

LOCAL ROADWAY SAFETY PLAN (LRSP) - PROJECT NO. 1658 STATE FUNDED PROJECT: LRSPL 5403(029)

ISSUED: 02/10/22

Prospective Consultant Questions Due:	03/01/22 02:00 PM
Proposals Due (Printed and Electronic):	03/17/22 04:00 PM

BOTH PRINTED AND ELECTRONIC PROPOSALS MUST BE SUBMITTED

NO LATE PROPOSALS WILL BE ACCEPTED. Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Carson to reject any proposal that is received late.

- (1) SUBMIT PRINTED PROPOSALS TO:
City Clerk's Office, City of Carson 701 E. Carson Street Carson, CA 90745
- (2) REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

REQUEST FOR PROPOSAL RFP NO. 22-004

Table of Contents

A. Introduction	3
B. Proposal Submittal	4
C. Questions and Addendums	6
D. Proposer Qualifications	6
E. Job Work Schedule	6
F. Proposal Opening, Document Review, and Award of Contract	7
Project Specifications and Scope of Work	9
Contract Services Agreement	13

ADDITIONAL DOCUMENTS AVAILABLE ON PLANETBIDS AS DOWNLOADS

1. Certificate of Compliance with Labor Code Section 3700
2. Debarment and Suspension Certification
3. Client Reference List
4. Affidavit of Non-Collusion and Non-Discrimination
5. Debarment and Suspension Certificate
6. Caltrans Exhibit 10-H – Example 1 - Sample Cost Proposal Cost-Plus-Fixed-Fee
7. Caltrans Exhibit 10-K- Consultant Annual Certification of Indirect Costs and Financial Management System
8. Caltrans Exhibit 10-Q - Disclosure of Lobbying Activities

A. INTRODUCTION

The City of Carson is seeking to retain the services of a qualified and experienced consulting firm to prepare a Local Roadway Safety Plan (LRSP) for the City of Carson. The proposing Consultant shall have relevant expertise, and an approach that demonstrates their ability to provide the required services. The outcome of this effort is expected to be a comprehensive LRSP that enables the City to identify potential traffic safety projects, as outlined in the Project Specifications and Scope of Work.

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City's voters' approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City's acreage is 19.2 square miles, and has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City's owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson's ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

The City of Carson reserves the right to make changes in the Request for Proposal as it may deem appropriate. Any and all changes in the Request for Proposal shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the Request for Proposal. No oral changes will be permitted. Addendum issued during the proposal process will become a part of the original proposal. All request for proposals must be submitted by the date and time established for the opening of request for proposals. The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a purchase contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the Public Records Act. Any changes to the RFP requirements will be made by addendum.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (PlanetBids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through PlanetBids within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through PlanetBids. Any City response for this RFP that is not posted through PlanetBids is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw".

B. PROPOSAL SUBMITTAL

The proposals must be submitted in print and electronic format.

Deliver four (4) printed copies of the technical proposal and one (1) copy of the cost proposal (*in a separate, sealed envelope labeled "Cost Proposal for RFP NO. 22-004"*) must be delivered to the Office of the City Clerk at 701 E. Carson Street, Carson, California 90745 no later than the **03/17/22 | 04:00 PM**. The exterior of the delivered package must be clearly marked with RFP 22-044.

Technical Proposals must be submitted on 8 1/2"x11" paper (foldouts are acceptable). Faxed proposals will not be accepted.

Technical Proposals must be also submitted electronically on Planet Bids no later **03/17/22 | 04:00 PM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to

the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of Planet Bids must be directed to Planet Bids.

NOTE: The cost proposal that is submitted in a **separate, sealed envelope** labeled “**Cost Proposal for RFP NO. 22-004**” shall be submitted in the same format as Caltrans’s Exhibit 10-H Example #1 or equivalent and contain all of the cost components including direct, indirect, other direct, and fee.

The Technical Proposal must include the following sections, numbered in accordance with the table below. Every Proposal must include the Proposer’s name and the City’s Request for Proposals number RFP 22-004.

Technical Proposal Sections and Documents

Required Proposal Sections and Documents		
1	<p>Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement.</p>	Required
2	<p>Subcontractor List (if applicable) Include the subcontractor’s qualifications and the nature and extent of work to be performed by each subcontractor.</p>	Required if Applicable
3	<p>Company and Project Team Information State the names of the project team members. Include the responsibilities of each team member for this project, with their qualifications. Briefly state the experience of each team member relative to this type of project. Emphasis should be placed on experience preparing similar projects for other cities. Include a Project Organization Chart, which will clearly delineate communication/reporting relationships of the project team.</p>	Required
4	<p>Related Projects List similar projects in which your firm or sub-consultants have been involved. Emphasis should be placed on experience preparing similar projects for other local municipalities. (Note: please do not list projects that have not involved at least one significant member of the proposed project team.)</p>	Required
5	<p>Client Reference List Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 3 years in (download from PlanetBids).</p>	Required
6	<p>Modification, Changes or Exceptions to the City Contract of Service Agreement Template Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing in Contract Service Agreement.</p>	Required if Applicable
7	<p>Affidavit of Non-Collusion and Non-Discrimination</p>	Required
8	<p>Exhibit 10-Q Disclosure of Lobbying Activities (if none, write “N/A” at the top of form and sign)</p>	Required if Applicable
9	<p>Debarment and Suspension Certificate (download from PlanetBids)</p>	Required
10	<p>Certificate of Compliance with Labor Code Section 3700 (download from PlanetBids)</p>	Required

C. QUESTIONS AND ADDENDUMS

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this Request. The City will coordinate responses and post them to Planet Bids by 5 calendar days prior to the proposal deadline for all interested proposers to review.

The City’s Planet Bids portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to Planet Bids no later than 5 calendar days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

Type of Question	Contact	Contact Info
Those related to the Project	Planet Bids	Post directly to Planet Bids
Use of Planet Bids	Planet Bids	(818) 992-1771
City’s Purchasing Process	Shelly Root, Acting Purchasing Manager	sroot@carsonca.gov

Proposers shall not contact other City employees or elected officials during the proposal process.

D. PROPOSER QUALIFICATIONS

Proposers who do not meet the minimum qualifications will be disqualified.

Awarded contractor and subcontractors (if applicable) must pay the City’s business license tax and submit required insurance documents prior to execution of the contract.

E. JOB WORK SCHEDULE

Job Work Schedule:

Issue Request for Proposals (RFP)	TBD
Prospective Consultant Questions Due	TBD
Respond to Written Questions (if any)	TBD
Proposals Due	TBD
Evaluate Technical Proposals	TBD
Develop Final Ranking and Notify Consultants of Results	TBD
Open Cost Proposal and Negotiate Contract with Top-Ranked Consultant	TBD
If agreement cannot be reached, then negotiations proceed to the next most qualified consultant	TBD
Develop Final Contract and Award of Contract	TBD
Contract Execution and Notice to Proceed	TBD
LRSP Estimates Due Date	Shall be completed within three months from the Notice to Proceed

F. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

Technical proposals will be opened publicly in the Office of the City Clerk on the date and time noted on this solicitation. The cost proposal must be submitted in a separate concealed format. The cost proposals will not be opened at this time. Only the cost proposal of the most qualified consultant will be opened by the City. Cost proposals of unsuccessful consultants will be returned unopened.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract.

No contract exists pursuant to this RFP unless and until the City Council has made the award, approved a written contract specific to the consultant selected, and the contract has been fully executed and made effective by the parties (including execution by the Mayor as authorized by the City Council following approval as to form by the City Attorney).

A consultant will be selected in accordance with the Carson Municipal Code and Caltrans Local Assistance Procedures Manual (LAPM) dated January 2022. The selected consultant will be expected to perform the services and deliver the products detailed in this solicitation.

CONTRACT TYPE: In accordance with the LAPM, this project will follow the Project-specific contract type (a contract between the City and Consultant for the performance of services and a defined scope of work related to a specific project).

PROCUREMENT TYPE: In accordance with the LAPM, this project will follow the One-step RFP consultant selection method for a project-specific contract.

METHOD OF PAYMENT: The LAPM requires that the method of payment be specified in the solicitation. Cost-Plus-Fixed-Fee shall be used for this project with a maximum total contract dollar amount.

The cost proposal shall be submitted in the same format as Caltrans's Exhibit 10-H Example #1 or equivalent and contain all of the cost components including direct, indirect, other direct, and fee. The cost proposal shall be submitted in a separate, sealed envelope labeled "**Cost Proposal for RFP NO. 22-004.**"

The cost proposal must identify all key employees and labor costs must be broken down to direct and indirect. Direct labor cost must be broken down by job classifications and types of costs and/or rates. Other direct costs should be itemized by items of work quantity, unit price, and total for each item. The Indirect cost rate (ICR) must be the most currently ended fiscal year (Please refer to A&I guidance on ICR annual fiscal year determinations).

The City of Carson reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interest of the City of Carson.

Specific Evaluation Criteria for Award of Contract Will Be as Follows:

1. Understanding of the work to be done (25 points)
2. Experience with similar kinds of work (20 points)
3. Quality of staff for work to be done (15 points)
4. Capability of developing innovative or advanced techniques (10 points)
5. Familiarity with State and Federal procedures (10 points)
6. Financial management and accounting system (10 points)
7. Demonstrated technical ability (10 points)

Evaluation of proposals pursuant to this section shall be conducted and determined by the City in its sole discretion.

PROJECT SPECIFICATIONS AND SCOPE OF WORK

RFP 22-004

LOCAL ROADWAY SAFETY PLAN (LRSP) - PROJECT NO. 1658 **STATE FUNDED PROJECT: LR SPL 5403(029)**

Introduction

The City of Carson is seeking to retain the services of a qualified and experienced consultant to prepare a Local Roadway Safety Plan (LRSP) for the City of Carson. The proposing Consultant shall have relevant expertise, and an approach that demonstrates their ability to provide the required services. The outcome of this effort is expected to be a comprehensive LRSP that enables the City to identify potential traffic safety projects.

Project Description

The project consists of analyzing collision and traffic data, selecting emphasis areas, developing safety strategies and countermeasures, and preparing and adopting the final plan. The LRSP will play a critical role in addressing traffic collision risks and may identify specific or unique conditions that contribute to traffic collisions within the City. The LRSP will provide the City the opportunity to proactively correct high collision or problem locations and prevent local road fatalities and injuries. The final plan will recommend proven countermeasures, provide a structured and realistic set of responses that implement changes over time, will integrate the “4 E’s” approach (Education, Enforcement, Emergency Service, and Engineering) in its proposed solution strategies, and identify road safety partners that could sustain a long-term safety effort.

Scope of Work

Working on State funded projects requires in-depth knowledge of the Caltrans Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG), and other State requirements. Interested firms shall address in their qualification statements their ability to provide the following services if selected by the City.

The Consultant shall prepare a detailed scope of services for the development of the City’s LRSP, in part and at a minimum, on information presented in this request for proposal, and other available information. The Plan shall be customized for improving traffic safety within the City of Carson.

The Consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, preferably utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data.

Services and products to be rendered in performing all work associated with project development shall include, but may not be limited to:

1. PROJECT MANAGEMENT/ADMINISTRATION

The Consultant shall be responsible for project management activities throughout the life of the contract including managing the schedule and budget, setting up meetings and field reviews, and managing the project team. The Consultant must include a kick-off meeting and appropriate number of follow up meetings with City staff. The Consultant may be required to attend a City Council meeting.

The designated Consultant Project Manager, under the general direction of the City Project Manager, shall be responsible for overseeing all aspects of project development and coordination as follows.

- a) Project Kick-Off Meeting: Meeting with representatives of the different City departments to discuss the plan goals, the role of the consultant and stakeholders, communication protocol, progress reporting, scheduling and invoicing, key milestones, and what defines success for this project.
- b) Project Team Meetings: Project Team (PT) status meetings will be conducted to maintain a regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Consultant shall develop the agenda and prepare a summary of the PT meetings. The meeting notes will include a list of decisions, actions, and responsible party.
- c) Optional Public Hearings: Public hearings should be scoped as optional tasks to assist staff in presenting the Safety Plan to the Stakeholders and to City Council. This will also provide opportunities to the public to voice their concerns, objectives, and desired safety measures.
- d) Oversee the Plan development and ensure that all measures of the project's scope of services are completed in a timely and professional manner with an emphasis on providing the City with a high-quality product.
- e) Ensure that the Safety Plan including all recommended safety measures meet all applicable Federal, State, and local requirements, in anticipation of future grant funding opportunities.
- f) Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the City.

2. DEVELOP PLAN GOALS AND OBJECTIVES

Consultant shall work with City staff and the project team to formalize the Plan goals and objectives with respect to collision reduction, partnerships, outreach, and funding to serve multi-modal mobility safely and equitably in Carson. Determination will also take place with regards to the frequency of future updates and possible reporting elements.

3. ESTABLISH STAKEHOLDERS

Work with City Staff to identify potential stakeholders to participate in the development of the LRSP, including elected officials, management, traffic safety partners, advocacy groups, transit operators, schools, and others. Consultant to coordinate and lead stakeholder meetings as needed to identify high need areas and stakeholder priorities, establish LRSP vision and goals, and review potential solutions/countermeasures. Stakeholders shall also be engaged to help identify prioritization plans and to review and comment on the final LRSP.

4. ANALYZE SAFETY DATA

Consultant shall utilize 5 years of collision data to be supplied by the City along with associated analysis and identified priority safety corridors and intersections (a minimum of top 30 intersections and top 10 corridors) that experience the highest number of fatality and severe injury collisions, as well as overall number of collisions. This is in addition to the general outlining of all crash activities at intersections and roadway segments throughout the City.

Further analysis of issues and countermeasures shall be conducted by the Consultant for the priority safety intersections and roadway segments that experience high crash volume, high crash severity, high numbers of vulnerable user crashes, or have certain location types or characteristics. The Consultant shall also identify countermeasures that are applicable citywide. Particular attention needs to be paid to collisions involving vulnerable road users including pedestrians, cyclists, seniors, school

age children, etc.

5. FIELD VISITS

Consultant shall conduct site visits on a weekday with observations of traffic patterns and roadway characteristics that could highlight potential reasons for the observed crash patterns.

The evaluation will culminate in location profile for each of the selected sites that summarizes its crash activity, physical characteristics, relevant behavioral and social economic context, and likely factors that contribute to crashes at that location. The intended purpose of the field visits is to customize the safety measures in accordance with road, traffic, safety conditions and other factors at the different locations rather than offering a generic list of possible improvements.

Systemic improvements as identified by the US Department of Transportation should be considered when applicable.

6. DEVELOP COUNTERMEASURES

Consultant shall identify safety countermeasures including proven countermeasures contained in the Local Roadway Safety Manual. Consultant shall conduct a benefit/cost analysis for project alternatives to determine which projects provide the most safety benefit relative to associated costs to help ensure maximization of the benefits. Consultant is expected to identify measures that equitably mitigate safety issues for all modes of transportation. A master project list shall be developed to help prioritize implementation assuming that some project elements will be complementary and that applying them to multiple locations at once could lead to cumulative safety benefits and/or cost savings. The use of temporary devices can be considered. Technological measures such as crash avoidance technology, connected vehicles, and others can also be considered to minimize the factor of human error. Opportunities for implementation through the City's pavement maintenance program, safety grant funding, etc. need to be noted when applicable.

In addition to the infrastructure/engineering measures, safety measures shall also be identified for targeted enforcement based on collision data review including locations, types, and contributing factors. Safety education measures (for elementary/middle school age students, high schools, seniors, working adults, etc.) shall also be identified. Public education and engagement can be effective in changing behavior to have sustained impact on building awareness of the need for a culture of "Safety First" and ultimately achieving optimal effect. This is in addition to encouragement initiatives to support the safe use of environment friendly modes of transportation including walking, cycling and use of transit.

An evaluation mechanism must be built into the Plan to assess effectiveness of the different countermeasures and apply corrections to maximize the safety benefits. Recommended future updates of the Local Roadway Safety Plan must also be described as part of an ongoing Evaluation process.

7. LOCAL ROADWAY SAFETY PLAN

The results of prior tasks will be incorporated into a Draft Local Road Safety Plan for review by the City. The Draft will include the Plan goals and objectives, the process used for the Plan development, analysis findings, recommended safety measures along with associated prioritization, potential funding sources, and evaluation criteria and future updates. Maps, charts, photos, and conceptual improvement graphs will be included in the Draft report as applicable. Staff comments will be incorporated into a Draft Plan report for review by the Project Team (PT). Due to the short timeframe of this Plan development, the PT will be mainly formed of representatives of the different City

Departments including emergency services.

This is in addition to a selected number of community representatives. The Plan will be responsive to and address the Vision Zero goals. Consultant shall revise the Draft Plan based on comments compiled and provided by City. In addition to the electronic files, it is expected to receive six copies of the Draft report and three hard copies of the Final Plan report.