



City of Coachella

Request for Proposals to provide As-Needed Traffic Engineering Services

The City of Coachella is seeking professional assistance for its Engineering division to provide professional consulting services for traffic engineering and other related items.

The City is seeking proposals from a firm that will provide expertise both in the office and in the field on issues such as, but not limited to, the following: traffic signal synchronization and plan check, signal installation inspection, signal timing and coordination, signal specifications and estimates, traffic circulation studies, radar speed surveys, site analysis of traffic circulation, traffic hazard detection and recommendation of appropriate solutions, attendance at City Council meetings as required, and troubleshooting of traffic signal equipment malfunction.

The chosen firm will provide these services, on an “as-needed” basis, to assist staff and to train staff as required in traffic engineering matters. The firm must be able to provide the same level of expertise in technical services (such as controller timing, detector equipment, controller cabinet wiring and troubleshooting, etc.) as is provided in the professional engineering area of expertise, including but not limited to design, cost estimation, plan check, etc. It is suggested that the proposals be limited to a maximum of 8-10 pages including fee proposal and references.

The firm must provide a single person to lead all consultant activities, with principle managerial control, and who represents the firm for all work performed in and for the City of Coachella. Said person **MUST BE REGISTERED TRAFFIC ENGINEER IN THE STATE OF CALIFORNIA.**

The City from time to time, due to critical need, may request the consultant to perform other professional engineering work that is not envisioned under the work for these consulting services. The City reserved the right to request such additional work, as needed and available funding permits.

The City will not pay per diem or travel charges as part of this contract. The proposal shall include the hourly rates of Principal Engineer, technician, draftsman, subconsultants, and clerical services.

The City may select one, or all the firms, if needed, to interview upon review of all the proposals. These interviews will be brief and informal. The final selection will be made upon the following criteria:

- a. Knowledge of the traffic conditions existing in the City of Coachella.
- b. Results of reference checks.
- c. Demonstrated knowledge and experience with the scope of work.
- d. Ability to provide the services required within the framework of the Agreement.
- e. Results of the interviews, if conducted.
- f. How much service will be provided within any given budget.
- g. Proof of Liability and E&O Insurance.

The respondents are strongly encouraged to provide information in their respective proposals which will clearly answer all of the above criteria.

The final negotiated contract with the chosen firm will be scheduled before the City Council for approval. Final contract is contingent upon the City Council approval. A Model Professional Services Agreement (PSA) is available for review upon request.

This RFP does not commit the City to pay any costs incurred in the preparation of a response. The City reserves the right to accept or reject any and all proposals and to waive any error irregularity or informality in any proposal.

Proposals shall be received by the City **no later than 5:00 p.m. on November 12th, 2015.** Proposals submitted after that time will not be accepted.

Proposals shall be submitted to the following:

Attn: Senior Civil Engineer
City of Coachella, Engineering Department
1515 Sixth Street
Coachella, CA 92236

Proposals, and amendments to proposals, received after the date and time specified above will be returned to the proposers unopened.