



**REQUEST FOR PROPOSAL
FOR THE DEVELOPMENT OF A
LOCAL ROADWAY SAFETY PLAN (LRSP)
CALTRANS PROJECT NO. LRSPL-5038(027)
P.W. 282-20**

Proposals Due: Friday, July 17, 2020 at 5:00 p.m.

Public Works Department
Capital Improvements Division
200 "H" Street
Antioch, CA 94531-5007
(925) 779-7050

INTRODUCTION

The City of Antioch (City) is requesting for proposals from engineering consulting firms (Consultant) to provide professional engineering services for the development of a Local Roadway Safety Plan (LRSP). The LRSP must follow both Federal Highway Administration (FHWA) and California Department of Transportation (Caltrans) requirements.

The deadline for submission of proposals for this work is no later than 5:00 p.m., Friday, July 17, 2020.

BACKGROUND

The Highway Safety Improvement Program (HSIP) is a Federal-Aid program which provides funding opportunities for local agencies to improve traffic safety along local roads. The LRSP encourages agencies to identify, analyze, and prioritize roadway safety improvements, and contributes to the Strategic Highway Safety Plan (SHSP) that aims to reduce fatalities and serious injuries on all public roads at a State level.

The City is utilizing this funding source to develop a plan to improve transportation safety by reducing fatalities and severe injuries that result from accidents on our transportation systems. As part of an ongoing effort to make safety improvements, the LRSP shall be developed with inputs from Contra Costa Transportation Authority, Contra Costa County, Tri Delta Transit, Antioch Unified School District, and Antioch Police Department as safety partners. Implementation of the LRSP will improve the transportation safety for our City, our residences, and our visitors.

SCOPE OF WORK

Task 1 – Project Management

A kick-off meeting with City staff is required after award of the contract. The Consultant shall meet with City staff to conduct introductions, discuss scope of work, information needed from various stakeholders, and overall schedule including scheduling of team meetings and processing of invoices. The Consultant shall prepare and distribute a meeting agenda at least three (3) working days prior to any meetings, prepare and submit meeting minutes to the City within one (1) week after each meeting. The Consultant shall obtain a participant list, comprehensive meeting notes, and action items from each meeting.

Deliverables

- Meetings schedule
- Meeting agenda and minutes
- Project schedules/timeframes

Task 2 – Review of Local Roadway System

The Consultant shall review the City's General Plan, Specific Plans, Housing Element, any supplemental planning documents, policies, and programs. The FHWA emphasizes the importance of having an established working group of key stakeholders from the "4E's" of highway safety (engineering, law enforcement, education, and emergency response). Key stakeholders shall include Contra Costa County, Antioch Unified School District, Antioch Police

Department, and local transportation providers (Contra Costa Transportation Authority and Tri Delta Transit). The Consultant shall reach out to stakeholders to identify their traffic and transportation safety concerns within the City.

The Consultant shall prepare a LRSP memorandum that includes the following items:

- Framework for the final LRSP document;
- LRSP State and Federal requirements;
- Identify stakeholders' concerns and priorities;
- Establish potential items/ideas for the LRSP.

Deliverables

- Technical memorandum
- Meeting agendas and minutes (any discussions and/or meetings with stakeholders conducted)

Task 3 – Safety Data Collection and Report

The Consultant shall collect, organize, and review all available relevant safety data from the past 5 years to identify areas of concern within the City. The Consultant shall utilize Traffic Information Management System (TIMS), Statewide Integrated Traffic Records System (SWITRS), City as-builts and records, and any other relevant sources. The Consultant shall request and review any pertinent documents applicable to the transportation system and roadway network within the City, including but not limited to any City programs, policies, activities, and 5 Year Capital Improvement Program.

Based on the data analysis, the Consultant shall develop a Safety Data Collection Report to document findings, which will review and identify accident trends or patterns in crash type, driver factors, roadway characteristics (such as volume, elevation, speed limit, traffic signal, signage and striping), vehicle factors, environmental conditions, and other factors that might impact safety outcomes.

Deliverables

- Safety Data Collection Report

Task 4 – Development of Countermeasures

The Consultant shall recommend proven and cost-effective countermeasures which will best address the areas of concern and accident patterns identified in the Safety Data Collection Report. Description (including photographs or schematics), list of advantages and disadvantages of each countermeasure shall be presented in the study.

Deliverables

- A study of proposed countermeasures

Task 5 – Implementation of LRSP

The Consultant shall outline a strategy and an alternative strategy for implementing the countermeasures with a means of monitoring safety outcomes to evaluate the effectiveness of the countermeasures as the City implements the LRSP in the future. The alternative strategy shall provide a solution to the original strategy if it fails to achieve the desired safety result.

This also includes identifying potential funding sources that can be included in the City's 5 Year Capital Improvement Program and recommending roadway safety updates to the City's Construction Details. Using the information gathered from Task 1 to 4, the Consultant shall prepare an administrative draft of a LRSP for staff review and comment.

Deliverables

- Draft of LRSP

Task 6 – Final Draft of a LRSP

The Consultant shall incorporate comments received on the draft of a LRSP into the final draft of the LRSP. The final LRSP shall document all findings of previous tasks and lay out the implementation program for the City to follow and update as projects are completed and new data becomes available. The final LRSP must be approved by the City and Caltrans. Before the final LRSP is to be accepted, the Consultant shall present it to the City Council for adoption.

Deliverables

- Final LRSP

Firm and Proposal Requirements

If you are interested in this project, then please submit your proposal that includes the following:

- Cover Letter
- Organization Chart for the Project Team
- Brief Information for Key Staff including education, directly related experience, description of their assignment on this project, and résumé
- Summary of the Company's Relative Experience and Performance
- Summary of Approach for Completing the Work
- Detailed Scope of Work of Activities Required
- Anticipated Labor Effort by Task and Classification for Each Activity
- Detailed Schedule for Project Completion
- Current Fee Schedule

Consultant Selection Process

Enclosed is a copy of the City of Antioch's Consultant Service Agreement. By submitting a proposal for this work, a firm agrees to comply with all terms and conditions outlined in the agreement.

It is anticipated that from the proposals submitted, City staff will be able to select the firm best suited to meet the City's needs. However, if that is not possible, the City will ask a "short list" of firms to meet with staff to discuss the project and the firm's proposal. The City will negotiate a professional services contract for the work after staff has determined the best qualified firm.

No compensation will be due any firm for preparation of a written proposal or for meeting with staff after a "short list" has been determined.

The selected firm will receive a notice to proceed after the City Council has approved their contract.

Criteria for Selection

All proposals will be evaluated based on the criteria below.

- Understanding of the scope and potential challenges - 25 points
- Qualifications and experience with similar projects - 20 points
- Organization of proposal – 15 points
- Innovation and advanced techniques – 10 points
- Familiarity with applicable standards and procedures – 10 points
- Schedule of work – 10 points
- Fees – 10 points

Submission Instructions

Four (4) bound, and one (1) electronic copy of the proposal **must be submitted no later than 5:00 p.m. on Monday, July 17, 2020** to:

Scott Buenting
Project Manager
City of Antioch
Capital Improvements Division
PO Box 5007
Antioch, CA 94531-5007

Interviews will be conducted if there is not an outstanding response and two or three firms are very close in evaluation points. Any questions regarding the above should be directed to Capital Improvements Division at (925) 779-7050; or cip@ci.antioch.ca.us.

Attachments

A: *City of Antioch Standard Design Consultant Contract*