



REQUEST FOR QUALIFICATIONS

For

“ON-CALL” TRAFFIC CONTROL SUPPORT SERVICES

For

FIELD ENGINEERING DIVISION

STOCKTON, CALIFORNIA

March 28, 2024



**San Joaquin County Department of Public Works
1810 East Hazelton Avenue
Stockton, California 95205
(209) 953-7452**

Solicitation #SJCDPW-RFQ-24-A

San Joaquin County Department of Public Works
ON CALL TRAFFIC CONTROL SUPPORT SERVICES
Request for Qualifications
(SJCDPW-RFQ-24-A)
3/28/24

Introduction

The San Joaquin County Department of Public Works (SJCDPW) Field Engineering Division is requesting a Request for Qualifications (RFQ) and rate sheet from traffic control firms for on call traffic control services. SJCDPW will select one or more firms (Firm) to provide professional traffic control services to support the Field Engineering Division with various projects. The method of procurement for Firm will be an open and competitive process and will document and support the justification for the selection. The duration of these services will be in effect through June 30, 2026 with the option of SJCDPW to extend the period for one additional year through June 30, 2027.

The required services provided by the Firm include Traffic Control for SJCDPW Forces during design related activities on high-volume, high-speed roadways throughout San Joaquin County. All requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and Caltrans Standard Plans will be utilized. The roadways selected will be summarized with required dates when the traffic control is needed and forwarded to selected firm.

SJCDPW will identify project assignments and request traffic control services on an as-needed basis. Services to be rendered, fees, deliverables, and deadlines will be mutually agreed upon by SJCDPW and the Firm prior to conducting the work for each project assignment. It is anticipated that there will be several project assignments per fiscal year. SJCDPW and the Firm will enter into a Purchase Agreement for the work on as needed basis not to exceed a total of \$200,000 per fiscal year. This includes an amount not to exceed \$200,000 through June 30, 2025, plus an additional amount not to exceed \$200,000 through June 30, 2026 SJCDPW has the option to renew the Agreement for another 12-month period ending June 30, 2027 for an additional amount not to exceed \$200,000.

Preliminary Scope of Services

SJCDPW will identify project assignments that will vary in scope for each project. At the time of specifying a project assignment, SJCDPW will provide the relevant background information to the Firm. The Firm will prepare and submit to SJCDPW a specific project assignment scope of work, cost proposal, and schedule. Fixed unit pricing and the not-to-exceed amount will be established for each specific project assignment. At that time, the Firm will also delineate for SJCDPW any perceived special conditions associated with the specific project assignment. The Firm's scope of work, cost proposal, and schedule will be used as the starting point for negotiating a specific project assignment.

All requested services may be assigned as early as May 2024 pending availability of Firm. The duration of each assignment will vary depending on the complexity of the related project and the availability of the Firm. SJCDPW and Firm will determine a mutually agreeable timeframe prior to beginning the assigned work.

SOQ Format and Content Requirements

Firms responding to the RFQ will provide a Statement of Qualifications (SOQ), References for completed projects demonstrating the stated required services, and costs for each of the required services (based on hourly rates or established fees).

Each page of the SOQ must be numbered, and the SOQ shall not exceed five (5) pages. The page limit applies to all content with the following exceptions: an optional cover letter not to exceed one page, the required rate sheet or fee schedule for the requested services, and any folder, tabs, cover or dividers.

Provide a summary of the firm’s overall capabilities, history and recent experience. Describe the resources, experience and clients that demonstrate the firm’s ability, and provide a statement describing the current workload and the amount of prior notice required to accept project assignments.

Provide brief professional resumes of one or two key personnel who will provide the requested services and identify the function of each person who will be assigned to complete the work. Include a statement of the level of commitment of the key personnel guaranteed to perform the assigned work.

Provide three or more reference projects that the key personnel have completed, including the service description, location, and approach used to provide the required services. Also comment on the firm’s interaction with the client and any unexpected challenges or opportunities that affected completion of the services. Include the names, current telephone numbers, and email addresses of the client and the name of the client’s key representative assigned to the reference project.

SJCDPW will not consider any submittal that exceeds the page limit or does not include the required content.

Rate Sheet or Fee Schedule

Provide the hourly rate of compensation for firm personnel by job category or function. Identify any associated costs of overhead and employee benefits that would be invoiced to SJCDPW, and either specify in the submitted Rate Sheet that they are part of the compensation rate or delineate them separately. If charges for the requested services would be based on established fees, provide a Fee Schedule instead of or in addition to hourly rates of compensation. Also specify reimbursement rates, if any, for mileage, printing, and other direct costs.

SOQ Procedures and Submittal Requirements

Email the SOQ signed by an officer or authorized representative of the firm to: ntran@sigov.org. *SOQs must be emailed by the delivery deadline listed in the “Firm Selection Schedule” shown below.* Any email received after that time will be rejected.

Firm Selection Schedule

Deadline for delivery of SOQ	April 26, 2024 by 4:00 p.m.
Notification of Firm(s)	May 3, 2024
First assignment may be as early as	May 2024 pending availability of selected firm.

BIDEXPRESS SUBMITTAL:

Firm may also submit proposals at <https://www.bidexpress.com> . One (1) electronic proposal, electronically signed by an authorized representative, shall be submitted on or before **4:00 pm on Friday, April 26, 2024**. There is a vetting process for submitting proposals for first time user on BidExpress.

SJCDPW reserves the right to reject any SOQ and may choose to negotiate with any firm and assign work to any Firm in any manner necessary to serve the best interests of SJCDPW. A firm’s costs for preparing and submitting a SOQ are the responsibility of the firm and will not be assignable in any form to SJCDPW.

Selection Process

The SJCDPW Field Engineering Division, will review and evaluate the accepted SOQs. The rates, as well as qualifications submitted, will be a factor in the selection. Knowledge and experience with the

local concerns and conditions are key qualifications. Field Engineering Division may also elect to arrange interviews with prospective firms and include an evaluation of the interviews in the selection process. Field Engineering Division will make the assignments, approve submittals, and approve the Firm requests for payment.

Questions about this RFQ may be directed to:
 Nhan Tran at (209) 953-7452 or ntran@sigov.org.

QUALIFICATIONS EVALUATION

	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
<u>WRITTEN QUALIFICATIONS</u>			
A. Firm's Overall Capabilities	2.00	_____	_____
B. Key Personnel and their experience	2.00	_____	_____
C. Similar Reference Projects	3.00	_____	_____
D. Rate Sheet or Fee Schedule	2.00	_____	_____
E. Knowledge of issues described	1.00	_____	_____
TOTAL SCORE:	10.00		_____