

**REQUEST FOR QUALIFICATIONS
for
Engineering Study
For
An Adaptive Traffic Control System**

RESPONSE DUE

by

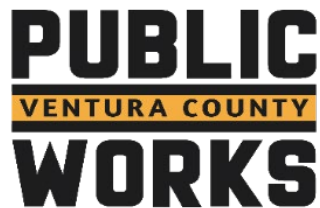
2:00 p.m.

on

May 7th, 2024

at

**County of Ventura – Public Works Agency
Hall of Administration 2nd Floor
Attention: Matthew Litvinas,
800 S. Victoria Avenue, #1620
Ventura, CA 93009**



**FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT**

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I. SCHEDULE OF EVENTS

Issuance of RFQ.....	04-23-2024
Last Date to submit inquiries.....	04-30-2024
Closing Date for SOQ.....	05-07-2024
SOQ’s Evaluation Period	
Notification of Final Selections	
Request for Cost Proposal & Contract Negotiation with the highest ranked consultant	

II. INTRODUCTION

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering firms to provide an engineering study to evaluate the feasibility of installing an Adaptive Traffic Control System (“ATCS” or “System”) along several signalized corridors in the County unincorporated area. This study is to enhance traffic signal operations which will complement the County’s Systemic Signal Improvement Project and new Advanced Traffic Management System (ATMS).

III. PROJECT DESCRIPTION AND PURPOSE

To alleviate traffic congestion and provide better traffic flow, the project is to evaluate the feasibility of installing an ATCS along four (4) high traffic volume corridors within the County unincorporated area noted below:

- (1) Hueneme Road/Lewis Road from Olds Road to Cawelti Road (8 County signals and 1 Caltrans signal)
- (2) Santa Rosa Road from Hill Canyon Road to Moorpark Road (9 County signals)
- (3) Kanan Road from Conifer Street to Golden Eagle Drive (8 County signals)
- (4) Central Avenue from Rose Avenue to Beardsley Avenue (3 County signals)

No construction is proposed as part of this study. The study will be utilized for financial planning over the next few years to implement an ATCS for the noted corridors, if feasible.

IV. SCOPE OF WORK

The Scope of Work required includes the preparation of an engineering study to determine the feasibility of installing an ATCS along the corridors noted in Section III and to determine the associated costs for implementation, maintenance, and future upgrades. At a minimum, the prepared study shall include the following:

- A traffic study demonstrating existing and post implementation modeling of the ATCS for each corridor;
- An evaluation of the existing signal communication network and, if needed, upgrade recommendations to implement the ATCS;
- Identification of ATCS hardware and/or software needed;
- An investigation into coordination with adjacent jurisdictions’ signals;
- Contingencies should there be a failure in the ATCS;
- An overall cost estimate to install the System along each corridor, including a per-intersection breakdown;
- An annual cost schedule for operation, maintenance, and end-of-life replacement of the System to be included in an annual budget.

The proposed System should be compatible with the County's new ATMS and model 2070 signal controllers. A draft report outlining recommendations shall be provided for review and a final report submitted to address any comments from the County of Ventura. All work products shall become the property of the County and submitted to the County for review.

❖ Task 1 – Project Management & Meetings

Within 10 days after the contract execution, Consultant and County staff will have a kick-off meeting to discuss the project goals, scope, finalize the schedule, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes, and responsibility matrix after each meeting. The Consultant shall attend and coordinate monthly meetings with County staff. The Consultant shall Prepare Monthly Progress reports that shall provide current information regarding the project schedule completed/upcoming deliverables, problems encountered that may affect the schedule, budget of work products and anticipated work items, and identify activities for the following month. The Consultant shall prepare and distribute meeting minutes to all project team members. The Consultant shall prepare and periodically update a project schedule with tasks and milestones represented in Microsoft Project. The Consultant shall break down the schedule by logistical tasks consistent with the scope of work and with enough detail to track project progress. The schedule must reflect realistic estimates of review periods by the County staff for tasks, such as reports, and coordination.

❖ Task 2 – Project Study

Consultant shall prepare a detailed study for the Engineering Study for an Adaptive Traffic Control System project. The project study shall include but not limited to, preparing a traffic study demonstrating existing and post implementation modeling of the ATCS for each corridor; an evaluation of the existing communication network to determine its compatibility with an ATCS, including any recommendations for future communication network upgrades, if needed; identify any necessary software or hardware upgrades for the County's ATMS needed to implement the ATCS; discussions with neighboring jurisdictions to determine the compatibility or conflicts involving an adjacent ATCS; describe what is needed or the steps to be taken should the ATCS fail, for example: revert to default timing sheets or controller settings, and provide appropriate timing sheets, if needed.

❖ Task 3 – Cost Estimates

Consultant shall prepare cost estimates for implementing the System identified in the Engineering Study for Adaptive Traffic Control System project. These include: an overall cost estimate for the System and installation along each corridor; a breakdown for each intersection with the costs for any necessary software and/or hardware upgrades; costs for any recommended or required communication system upgrades; and an annual cost schedule for operation, maintenance, and end-of-life replacement of the System to be included in an annual budget.

V. SUBMITTALS AND INQUIRIES

Statements of Qualifications (SOQ's) should be submitted no later than 2:00 P.M. on May 7th, 2024, to Matthew.Litvinas@ventura.org. Paper submissions should be sent to the following address:

County of Ventura – Public Works Agency
Hall of Administration 2nd Floor
Attention: Matthew Litvinas
800 S. Victoria Avenue, #1620
Ventura, CA 93009

All Submittals should be sent by registered mail, certified mail, overnight mail, hand delivery, or by email. Incomplete submittals and/or submittals received after the deadline will not be accepted. Consultants may submit questions via email to Matthew.Litvinas@ventura.org no later than then 2:00 p.m. on April 30th, 2024. All inquiries shall be made only through this email address; telephone calls will not be accepted.

VI. SUBMISSIONS

The SOQ must not be more than 20 single sided pages and shall be in spiral bound 8.5"x11" format or may be submitted via email to Matthew.Litvinas@ventura.org. The SOQ shall include the following:

1. A cover letter signed by an authorized representative of the prospective consulting firm. Cover letter shall include contact information: Name, address, telephone number, and e-mail address.
2. Statement of Understanding – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and a brief description of the firm including the types of services offered.
3. List of personnel to be made available for these services and a brief resume for each describing their education, experience, and qualifications.
4. Consultant shall note prior experience of similar work (if any). Please include:
 - Project Description
 - Description of services provided and Key personnel
 - Client name, contact person, and current phone number.

One electronic file of the SOQ shall be submitted for review by the Selection Committee.

VII. SELECTION CRITERIA

The selection committee, comprised of VCPWA staff, will evaluate and score the SOQ's based on the selection criteria listed below:

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.5		15
Project Team / Sub-Consultants Qualifications		x 2.0		20
Relevant Experience		x 3.0		30
Past Experiences (list a rating value of 5 if none)		x 1.5		15

Project Understanding/Approach: Does the Consultant's understanding of the project requirements conform to the Scope of Services offered? Does the Consultant offer a sensible approach in response to the Scope of Services? Does the Consultant offer an expanded scope for the project (Additional Services) that is justified and reasonable?

Quality, Clarity, Responsiveness, & Overall Impression: The overall look of the SOQ is professional, well organized, and easy to follow. The SOQ meets the terms and format required in the RFQ and follows the breakdown of the scope of work in the SOQ.

Project Team / Sub-Consultant Qualifications: Is the proposed team composed of members/sub-consultants with expertise and background related to the proposed project? Are appropriate disciplines presented? How much of the work will be handled by Consultant's in-house staff and how long has that staff has been working for the firm? How many similar projects have the proposed subconsultants worked with the Consultant as a team?

Relevant Experience: Has the Consultant completed similar projects in both scope and size for similar type for other public agencies?

Past Experiences: What is the County's experience in working with the Consultant in the past? If they have no experience, please put a mid-point value of 5, and deviate accordingly if there are any negative or positive past experiences.

Upon completion of the SOQ evaluations, the final ranking of the of the firms will be established. The highest-scoring firm will be invited to submit a written fee proposal and if accepted, invited to enter into a contract with VCPWA.

VIII. AGENCY PROVIDED DOCUMENTS

AGENCY will provide or accomplish the following:

1. Maps & Historical Records that may be accessible by the AGENCY
2. ADT, existing signal timing sheets
3. County Systemic Signal Improvement Project information

IX. PAYMENT METHOD

The method of payment for this contract shall be "Itemized Unit Cost or Lump Sum per item". Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed rate for each item or unit of the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific rate includes the proposed Consultant's fee and indirect costs, such as overhead, fringe, and other administrative charges. A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for cost proposal will be issued to the highest-ranking firm.