

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

TRAFFIC CONTROL SERVICES for the SAN FERNANDO VALLEY MILE

in strict accordance with the Specifications on file in the office of the SAN FERNANDO FINANCE DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at SFCITY.ORG/rfps-rfqs-nibs-nois/.

One original and one electronic copy of the proposal must be submitted to the RECREATION AND COMMUNITY SERVICES DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **5:00 p.m. on Thursday, June 30, 2022**. In lieu of providing an original copy, proposals will also be accepted electronically via email and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

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REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals

For:

**Traffic Control Services for
The San Fernando Valley Mile Run**

RELEASE DATE: June 2, 2022

RESPONSE DUE: June 30, 2022

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced and specialized firm to prepare a Traffic Control Plan (TCP) for the San Fernando Valley Mile Run. The required services include plan development and implementation on October 29, 2022. The performance conditions and described services required are detailed in the Scope of Work.

BACKGROUND

The Recreation and Community Services Department (RCS) is hosting the San Fernando Valley Mile Run a new trend in competitive running. The run is a one-mile shot from start to finish that will feature experienced and novice runners. The Run will start at 8:00 am and end at 1:00 pm. The route is along Maclay Avenue starting at 8th street and ending at 2nd Street. The San Fernando Valley Mile run route map is attached (Exhibit "A").

A5 Events will pre-stage the run will registration and vendor booths at the beginning of the route and the RCS Department will fennel runners to the Día de Los Muertos Festival a secondary activity that takes place as the run concludes. The footprint for the Día de Los Muertos festivities will be on Mcneil Street between 3rd street and 2nd Street. Proposals may include this section of the Macneil street closure as an alternative bid. Attached is a map of the Día de Los Muertos footprint (Exhibit "B").

The one-mile route will have approximately 13 intersections and 56 access points that will need to be secure and safeguarded from vehicular traffic. Alternative traffic routes for the street closures will need to be developed and public transportation agencies and public safety (Metro & LAFD) will need to be notified of the alternative traffic routes. The Macneil street closure (3rd and 2nd Streets) will require the closure of two interactions and two access points. Proposals should include the cost of all equipment and staffing to implement the TCP program. An engineer stamp is required for the TCP.

The City is seeking a proposal from consulting professionals experienced in the preparation of traffic control plans and implementation of traffic control plans for the San Fernando Valley Mile Run event on Saturday, October 29, 2022. Interested firms submitting a proposal should become familiar with the Scope of Work detailed in this Request for Proposal (RFP). The proposals are due on or before Thursday, June 30, 5:00 PM.

INSTRUCTIONS FOR SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Julian Venegas, Recreation and Community Services Director, via e-mail at jvenegas@sfcity.org. The deadline to submit questions is 5:00 p.m. on **Monday, June 13, 2022**. Responses to questions will be posted on the City's webpage: SFCITY.ORG/rfps-rfqs-nibs-nois/ by **Monday, June 20, 2022**.

C. Submission of Bid Proposals

Proposals submittals may be mailed or sent electronically. Mail proposals to 117 Macneil Street, San Fernando CA 91340 c/o City Clerk's office. The electronic submission shall be sent to Julian Venegas at jvenegas@sfcity.org. Proposals must be marked to read, "San Fernando Valley Mile Run Traffic Control Plan". Proposals must be received no later than **Thursday, June 30, 2022, at 5:00 p.m.** All proposals received after this time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of the City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form Professional Services Agreement contract will be signed subsequent to the City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive, or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced, or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF WORK

General Overview

- Date: Saturday, October 29, 2022
- Run Time: 8 am-1 pm along Maclay Avenue - San Fernando CA, 19340
- Festival Time 10 am – 4 pm between 3rd St. & 2nd St. (optional)

The selected firm works hand in hand with the RCS Director, Director of Public Works, and the Police Department to produce a safe and manageable street closure along the San Fernando Valley Mile race route. The Scope of Work that consultants will include as a minimum in their proposal shall consist of, but not be limited to the following tasks. Proposers are encouraged to add to these tasks as deemed necessary.

1. Conduct a minimum of five (5) meetings in preparation for the event to go over planning and public safety; one (1) kick-off meeting with all Departments involved with the event.
2. Planning and Public Safety Meetings (minimum of 4)
3. Produce a Traffic Control and Implementation plan for the event.
4. Place at least four (4) Changeable Message Signs (CMS) along the route at least two weeks prior to the event to notify the public event day, times, and other pertinent information;
5. Post No Parking Signage 72-hours or more prior to the event.
6. Provide all equipment and signage to implement the TCP.
7. Provide draft Traffic Control and Implementation Plans to the Public works Department for edit and review by appropriate staff.
8. Coordinate with City Staff and other consultants working on San Fernando Valley Mile Run.
9. Provide staffing to set up, maintain, and break down the traffic control equipment; include an Event Coordinator to be present for the entire event.

Deliverables

1. One (1) hardcopy set and one (1) set of electronic approved Traffic Control Plans
2. One (1) hardcopy set and one (1) set of electronic approved Implementation Plan

PROPOSED TERM OF CONTRACT

The proposed term of the contract is for 120 days starting on July 2022, and ending on October 29, 2022.

SCHEDULE FOR SELECTION

RFP Available:	June 2, 2022
Deadline for submittal of Questions:	June 13, 2022
Response to Questions:	June 20, 2022
Deadline for submittal of Proposal:	June 30, 2022
Execution of Agreement:	July 18, 2022

METHOD OF SELECTION AND NOTICES

The RCS and Public Works staff will evaluate the information provided in the proposals submitted using the following criteria as a guideline:

- Firm's Background
- Ability to work effectively and in close collaboration with the City
- Complete and Comprehensiveness RFP
- Responsiveness to City's issues
- Experience of the firm providing similar services to other municipalities
- Cost-effectiveness.
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, the organizational structure of the responsible division, etc. Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

2. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

3. Include a *Work Plan* Section

This section presents a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, and extent of services (number of people used, engagement duration, and contract value).

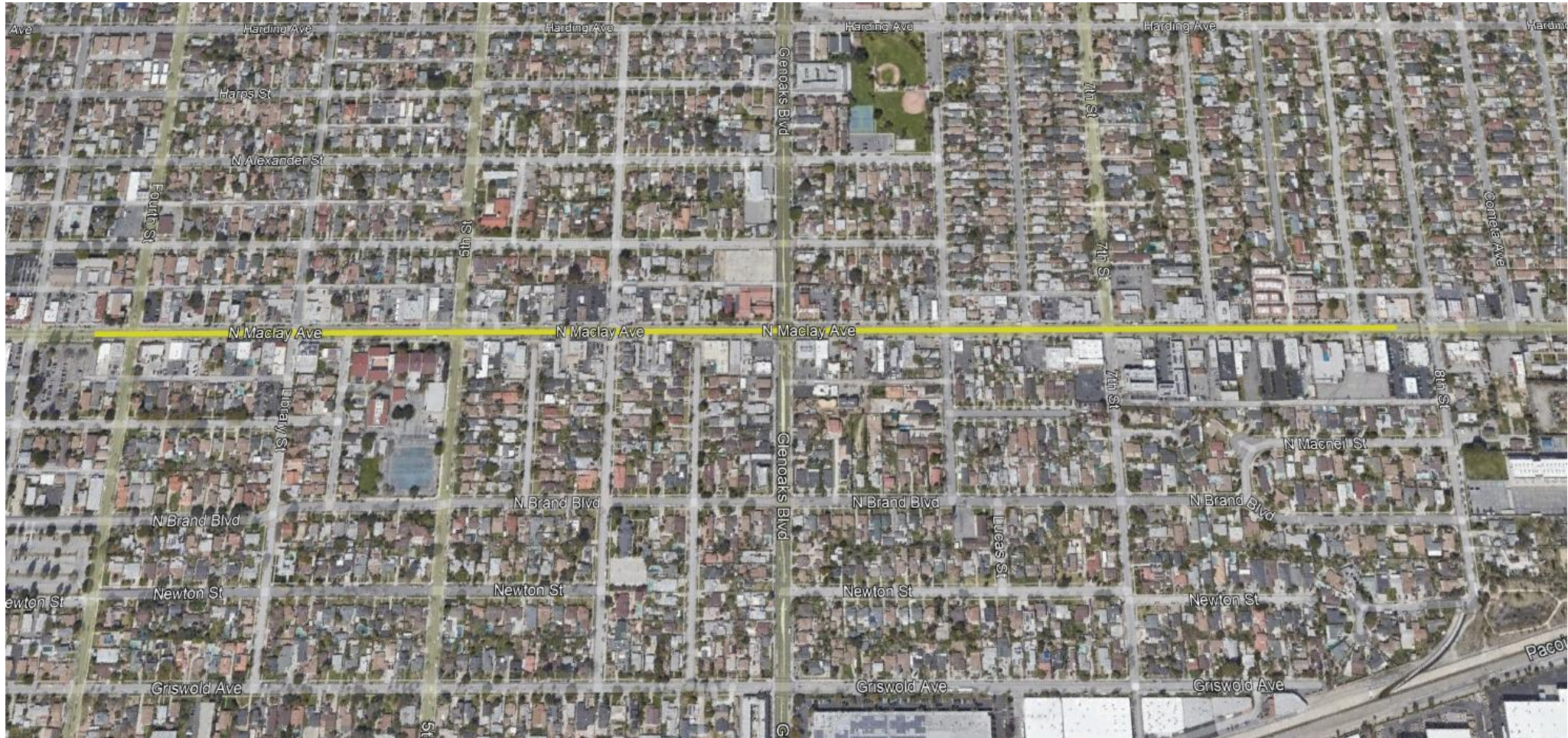
4. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. The firm's key project team members shall be identified by name, specific responsibilities on the project, and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Finance Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

5. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City. In addition, include the costs for any other services that are considered optional additions.

San Fernando Valley Mile Route
8th Street to 2nd Street



Dia de Los Muertos Site Footprint

- 2nd St.
- Macneil St.
- 3rd St.

