

**AMADOR COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSALS
SYSTEMIC SAFETY ANALYSIS REPORT PROGRAM
FY 2017/18**

The Amador County Transportation Commission (ACTC) and the Calaveras Council of Governments (CCOG) are soliciting qualified firms or individuals to submit proposals for a Systemic Safety Analysis Report Program (SSARP). The SSARP will identify crash trends in both Amador and Calaveras Counties, identify and evaluate systemic countermeasures that address concerns for focus crash types and locations and corridors to implement safety improvements within and between counties. This program will help Amador and Calaveras to develop decision process for countermeasure selection and ultimately conceptual projects for priority locations (that could be competitive for HSIP funding) for both Counties. Consultant will also assist ACTC and CCOG to prepare required documentation needed for an HSIP application based on the SSARP report findings. **Interested firms or individuals should submit proposals that contain all information required herein to John Gedney, Executive Director, Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, CA 95685 prior to 4:00 p.m. on Monday, September, 25, 2017.**

BACKGROUND

Amador and Calaveras Counties are both rural mountain areas with similar population sizes (with total populations of approximately 36,000 and 45,000 respectively). The two counties neighbor each other and are located in the Sierra Foothills between Sacramento and Yosemite Valley. The counties' elevation ranges from 100 ft. to 9,000 ft. with popular scenic highways (SR88 in Amador and SR4 in Calaveras) that connect residents and visitors to popular locations in both Eldorado and Stanislaus National Forests. Both counties experience a relatively high number of roadway departures compared to their population numbers and were both identified by FHWA as high risk areas for roadway departures in 2016. According to FHWA, in the year 2012 rural roadway fatalities accounted for 54 percent of all fatalities despite only 19 percent of the US population living in rural areas. FHWA also notes that even with reductions in the number of fatalities on the roadways, the fatality rate in rural areas is 2.4 times higher than urban areas.

It has been proven to be more effective, particularly in rural areas, to identify systemic safety measures rather than spot treatments to improve safety and prevent life threatening crashes. Therefore, both counties would like to implement a systemic approach to managing risk. This project will help the counties of Amador and Calaveras to develop their Systemic Safety Analysis Report Program (SSARP) by applying the 4 E's (Education, Encouragement, Engineering, and Emergency) to identify crash trends, systemic countermeasures, locations and corridors to implement improvements, develop conceptual projects (that could be competitive for HSIP funding), as well as a decision process for countermeasure selection.

PROPOSED TASK/METHODOLOGY

TASK 1: Identify Focus Crash Types & Risk Factors

- Oversee ACTC & CCOG Staff Analysis of safety collision data using SWITRS, TIMS, and stakeholder meetings to identify high risk and collision locations.
- Select Focus Crash Types & Facilities and Identify and evaluate risk factors.

TASK 2: Screen and Prioritize Candidate Locations

- Identify Network Elements to Analyze
- Conduct Risk Assessment
- Prioritize Focus Facility Elements

TASK 3: Select Countermeasures

- Assemble a Comprehensive List of Countermeasures while taking into consideration the 4 E's (Education, Enforcement, Engineering and the Emergency "golden hour").
- Evaluate and Screen Countermeasures
- Select Countermeasures for Deployment

TASK 5: Identify Fire Evacuation Routes

- Considering the 4th E (Emergency), gather stakeholders to identify crucial fire evacuation routes in Amador and Calaveras Counties.
- Develop a list of priority roads to be maintained to enhance fire evacuation routes.

TASK 4: Prioritize Projects

- Create a decision process for countermeasure selection (ie. cost-benefit analysis)
- Develop list of Safety Projects and Programs
- Prioritize Safety Project Implementation using the 4 E's.

TASK 5: Develop Conceptual Projects

- Develop conceptual projects and programs for priority projects.
- Prepare HSIP Applications for Priority Projects for 2018 HSIP Call for Projects.

PROPOSED SCHEDULE FOR COMPLETION

1. RFP issue date	August 25, 2017
2. Closing date for proposals	September 25, 2017
3. Contract execution	October, 2017
4. Contract conclusion	June 1, 2018

AVAILABLE FUNDING

The approximate funding estimate for this project is \$75,000. If the prospective consultant determines that the work called for in this Request for Proposals cannot be carried out according to available funding or the schedule that is set forth herein, the consultant is nonetheless encouraged to submit a proposal specifying clearly the reasons why said funding level or schedule should be exceeded or which project task should be deleted in order to meet said funding limits as well as intended project purposes.

ORGANIZATION OF PROPOSALS/EVALUATION CRITERIA

The proposals shall be organized to generally conform to the following sections as these will constitute the basic areas for evaluation: (a) understanding of the region's needs, (b) previous experience of the firm in this and/or related work, (c) qualification of the firm and individuals who will be assigned to work on this project, (d) consultants approach to providing required services and products including personnel, tools, methods, schedules, etc., and, (e) consultant stability and support capability.

CONSULTANTS COSTS

Consultant's total cost, component costs, and hourly rates **shall be submitted in a separate sealed envelope.** Consultants cost to complete the project will be considered only after other components of the proposal are reviewed and ranked. Consultants cost proposals should include total cost, cost per task, hourly rates for assigned personnel, and other anticipated charges. The Commission intends to enter into a time and materials contract with a not-to-exceed cost based upon the consultant's estimate for completion of all tasks.

CONSULTANT SELECTION

The ACTC Executive Director and selection committee will conduct a review of written proposals that are submitted by consultants pursuant to the RFP. The ACTC Executive Director will negotiate a draft contract with the top ranked consultant based on the proposals. The ACTC retains the right to reject any and all proposals which do not comply with the provisions of this request or for any other reasons deemed appropriate by the ACTC.

WORKERS COMPENSATION INSURANCE

In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860) and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the Labor Code of the State of California, the consultant will be required to secure the payment of compensation to his employees and shall for that purpose obtain and keep in effect adequate Workmen's Compensation Insurance. The consultant will be aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen's compensation, or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

INSURANCE

The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the Amador County Local Transportation Commission, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on behalf of, the consultant. Said policy or policies shall provide coverage in the following minimum amounts: general liability - \$500,000 per occurrence, for bodily injury, person injury, and property damage; automobile liability: \$500,000 per accident for bodily injury and property damage. Said policy or policies shall be satisfactory to the counsel of the Amador County Transportation Commission.

ACCEPTANCE OF PROPOSAL CONTENT

At the option of the Amador County Transportation Commission, the proposal of the successful firm may be included as contractual obligations in applicable clauses of the contract to be awarded. Therefore, the proposer must be prepared to be bound by the proposal in the contract.

CLOSING DATE

Proposals and seven copies must be submitted no later than 4:00 p.m. Monday, September 25, 2017 to Amador County Transportation Commission, ATTN: John Gedney, Executive Director, 117 Valley View Way Sutter Creek, CA 95685 (john@actc-amador.org).

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

ACTC
117 Valley View Way
Sutter Creek, CA 95685

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

2. Executive Summary

3. Consultant Information, Qualifications & Experience

The ACTC will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.

6. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the ACTC that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

10. Cost Proposal

The proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be included with the proposal and will be a part of the evaluation criteria. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.