

City of Portsmouth, NH

Request for Proposals

Traffic Sign Inventory and Management System Professional Services

The City of Portsmouth seeks proposals from qualified firms for services to support the City's Traffic Sign Inventory and Management System.

Sealed proposals, plainly marked "**RFP 32-17, City of Portsmouth Traffic Sign Inventory and Management System, Professional Services**" on the outside of the mailing envelope will be accepted until **2:30 p.m. April 6, 2017** at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. The price proposal shall be included in a separate, second sealed envelope, which will be opened once the highest ranked firm is selected.

Proposal specifications are available at: <http://www.cityofportsmouth.com/finance/purchasing.htm>. Hard copies of these documents are not available.

Questions about this RFP will be accepted until March 30, 2017 and should be directed in writing to Eric Eby, Parking and Transportation Engineer, at ebeby@cityofportsmouth.com.

Addenda to this RFP, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

If you have administrative questions please contact the Purchasing Coordinator at the following number: (603) 610-7227.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any statement that may deem to be in the best interest of the City and to negotiate the terms and conditions of any statement leading to execution of a contract.

Traffic Sign Inventory and Management System Professional Services

Request for Proposals

The City of Portsmouth seeks proposals for services to support the City's Traffic Sign Inventory and Management System. The request for proposals is intended to collect an inventory of all traffic signage located in the public right-of-way in the City, including but not limited to MUTCD signs and other non-MUCTD signage along the roadways utilizing a GIS/GPS system to accurately pinpoint the location of such signage within sub 3 feet of the location of the sign. The City has about 105 center-line street miles. Digital photo(s) of each sign must also be incorporated into the database with the ability to be easily extracted and tied to the specific sign target. At the conclusion of the physical inventory, the vendor shall develop a comprehensive inventory database which will allow the City the ability to manipulate the inventory, add new signs, delete existing signs as well as have the ability to introduce new signage types into a template in the software program.

Scope of Services

Inventory Collection: The vendor shall inventory all regulatory and non-regulatory signs on all City accepted streets in the City of Portsmouth. The Vendor shall use a GIS/GPS based collection system to pinpoint the location of each sign/post throughout the City. Use of a vehicle mounted collection system shall not be acceptable. Sign/post locations must have an accuracy of sub 3 feet. The inventory shall consist of every sign located in the public right-of-way including MUTCD signs and other unique signs in the right-of-way such as Neighborhood Watch, church directional signs, other guide or directional signs. Street name signs or signs located outside of the right-of-way on other City owned parcels, State Highway or on private property, will not need to be inventoried.

The GIS base mapping will consist of orthophotography and series of data layers currently available in the City's GIS and New Hampshire GIS databases. Each sign will be inserted as a point on the GIS base map and attributed accordingly. This data will facilitate thematic mapping of each sign within a GIS or CAD environment. The sign attribute data to be collected include, but are not necessarily limited to, the following:

- GPS location ± 3 feet
- Unique Sign ID Number
- Street address of sign
- Sheeting material
- MUTCD designation number, classification (i.e. regulatory, warning, guide) and word description of sign. Include unique information on signs such as no parking sign times.
- Height of bottom of sign measured from the ground
- Sign size
- Sign color
- Sign shape
- General direction of sign on street (i.e. northbound, southbound, etc.)
- Sign condition

- Sign visibility obstructions
- Pole type and condition
- Sign mounting type
- Signs located on a shared post
- Photo of each sign which can be linked to database
- Any appurtenances attached to sign/pole
- General lateral location of sign (i.e. overhead, mast-arm, etc.)
- Retroreflectivity rating, using retroreflectometer device. Signs that are not in compliance with the MUTCD, including but not limited to non-compliant sign sizes, legends and colors, will not need to be tested for retroreflectivity. Signs which are not required to meet minimum retroreflectivity levels by the MUTCD, including parking regulatory signs, signs with blue or brown backgrounds, and signs intended for exclusive use by pedestrians or bicyclists, will not need to be tested for retroreflectivity.
- Inspection date; Inspectors name

Sign Inventory Database and Reporting

- The inventory may be provided to the City using Microsoft Excel or Access, and ArcMap GIS project file formats.
- The software must be capable of generating reports based on any combination of data fields.
- The vendor must produce a report, including estimated costs, for all signs in need of immediate replacement.
- The vendor must provide a summary report of the results of the sign inventory and retroreflectivity assessment. Specifics to be mutually determined by the City and the Vendor.
- The Vendor must provide spatial data in ESRI format for use on City GIS including metadata.
- Photos of signs must be retrievable via a link in the database.
- The City will consider proposals using a web-based software solution.
- All data shall be able to be modified/updated by the City as desired.
- Each sign record shall have, in addition to the sign data noted above, an attribute for 'Notes'.
- Data shall have the capability of being accessed in the field using a handheld device similar to an IPAD.
- Each sign/post collected shall be digitally photographed. Photos shall be capable of being integrated into the database and extracted with the sign record.

Information Technology Hardware and Support

Proposers are to identify any requirements that will be imposed on City for IT support during and/or after completion of the project in order to keep the database fully functional. Proposers are to identify any and all hardware the City will be required to provide for the project.

Submittal Requirements

The Vendor shall submit four (4) bound copies of the Proposal and one (1) rate sheet. Submittals shall be printed on two sides of the page and shall not have a plastic cover. Proposals will be accepted until 2:30 p.m. April 6, 2017 at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

The following items shall be included in the Proposal:

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization.
2. Project Team – Provide names and resumes of key professional staff who would most likely be assigned to projects for the City of Portsmouth. Each team member's education and experience shall be listed.
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable projects. This item should cover, at a minimum, the substantive nature of comparable projects. Vendors are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Vendor to the projects listed.
4. References – Provide the name, title, locations, and phone number who can substantiate the consultant's referenced experiences as listed in Item #3 above.
5. Rates – Provide current rate sheet of professionals who will likely perform the work described.
6. Proposed schedule to complete the work.
7. Proposal shall include historical accuracy of the vendor's sign inventory collection process.
8. Vendor proposal shall include on-site training on the database, including data management, updates, GIS mapping and report preparation, for select Public Works staff.
9. Vendor shall specify computer/server requirements.
10. Vendor shall specify provisions for disaster recovery should the database fail.
11. Proposal shall include purchase pricing for a turn-key, fully populated sign inventory of all City signs described above and a sign management database. The price proposal shall be included in a separate, second sealed envelope, which will be opened once the highest ranked firm is selected.
12. Proposal shall include any annual recurring fees to maintain the program, if applicable, and/or any costs for customer support upon delivery of the finished product.

13. Provide a statement of exclusions not covered in the fee proposal. Any items of work needed to fully complete the project will be assumed to be included in the fee unless specifically excluded.
14. Other direct costs or charges to the City need to be stated.

Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each team shall be evaluated based on the following criteria:

- A. Team Qualifications (25%)
- B. Qualifications of Project Manager, Lead Designers, and other Key Staff (25%)
- C. References (5%)
- D. Responsiveness to City's Requirements (25%)
- E. Price (10%)
- F. Schedule (10%)

Process and Contract

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview (in person or by telephone/video conference). Following interviews, if any, the highest ranking firm will be invited to negotiate a final Scope of Services, schedule and fee with the City. When the contract is executed by both parties, the Vendor will be instructed to commence providing the work outlined in the contract. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

Additional Information

Questions and requests for additional information will be accepted until March 30, 2017. All questions and requests should be directed in writing to Eric Eby in the City of Portsmouth Public Works Department at ebeby@cityofportsmouth.com.

Reservation of Rights

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Vendor and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any statement that may deem to be in the best interest of the City and

to negotiate the terms and conditions of any statement leading to execution of a contract. The City reserves the right to request additional related services. .