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Howard Rattner
Commissioner



City of New Rochelle New York

REQUEST FOR PROPOSAL

Specification No. 4683

ADMINISTRATION OF TRAFFIC CALMING PROGRAM

INTENT

The City of New Rochelle is soliciting qualified firms or individuals to administer a Neighborhood Traffic Calming Program for the City of New Rochelle on a yearly basis.

PROPOSAL DUE DATE

Proposal will be accepted up until **3:00 pm, Thursday, January 25, 2007** in the Purchasing Office, City of New Rochelle City Hall, 515 North Avenue, New Rochelle, N.Y. 10801 and mailed to the attention of Mark Zulli, Risk/Purchasing Manager.

OVERVIEW

Proposals shall include all labor and materials needed to perform the following services: response and management of public requests for traffic calming measures, determination and prioritizing study areas, data collection, data analysis, determination of potential solutions (conceptual plans), cost analysis, community meetings to determine neighborhood and municipal concerns and build consensus, refinement of plans and study of the effectiveness of traffic calming measure(s) after implementation and develop bid ready construction documents.

AWARD CRITERIA

The award of a contract for the described services will be made by the City's RFP Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to the following: references, knowledge and interpretation of the City's needs, experience with similar projects, and depth of resources.

Respondents may be required to make a presentation of their qualifications to the committee.

TERMS OF CONTRACT

The contract shall be awarded for a term of ONE year with an option to extend the agreement to an additional TWO years in one year intervals upon mutual consent and to the extent that funding permits.

SCOPE OF WORK

Proposals shall include all labor and materials needed to conduct the administration of the Neighborhood Traffic Calming Management Program (ATTACHED).

The work shall involve three elements: pre-study, study and post study. The pre-study would require: responding to requests, screening requests, initial review, conformation of issues, defining study areas, identification areas impacted by proposed traffic calming measures and initiation of plan process. The study would require: collection of data, analysis of data, determination of conceptual plans, public consultation and presentation of plans to council. The post study would require: collection of data, analysis of data, and identification of issues/problems with the implementation of traffic calming measures, and, if necessary, modify traffic calming measure(s) or propose alternative design(s).

Deliverables shall include a report documenting findings and recommended conceptual plans and bid documents.

EQUIPMENT

The Consultant shall provide all equipment, vehicles, and tools required to effectively conduct the work required.

OTHER OPERATING REQUIREMENTS

In addition to meeting the Scope of Work requirements outlined above, the successful Consultant must also comply with the following additional operating requirements.

1. The Consultant shall designate a Project manager and/or his representative to act as a coordinator between the City and Consultant and the general public. This person shall be accessible to City personnel by telephone, beeper or paging service during working hours.
2. The Consultant shall be responsible for providing quality services in accordance with standards established by the City.
3. Any other applicable state and federal requirements.

BASIS OF PAYMENT

In responding to this RFP, the Contractor shall provide a not to exceed fee for providing the services outlined above for each project phase. The price shall cover the cost of furnishing all equipment, labor and materials necessary to complete the work as described in *Scope of Work* and shall include all reimbursable expenses.

Services shall be billed quarterly based on the applicable schedule of charges, which shall be submitted to the City with the proposal and resubmitted annually.

LIABILITY REQUIREMENTS

The successful bidder shall supply and maintain insurance which defends, indemnifies and holds harmless the City of New Rochelle, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the consultant or third party under the direction or control of the consultant.

The successful bidder must furnish the City with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation	Statutory Requirements
New York State Disability Coverage	Statutory Requirements
General Liability/Property Damage	\$2,000,000 per occurrence
	\$2,000,000 aggregate bodily and property damage
Automobile Liability	\$1,000,000 combined single limit policy
Errors and Omissions Policy	\$1,000,000
Contractual Liability	Stated on Certificate

**INSURANCE CERTIFICATES SHALL NAME THE CITY OF NEW ROCHELLE
AS ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL
COVERAGE SHALL BE PRIMARY TO ANY OTHER INSURANCE
COVERAGE HELD BY THE CITY**

NEW YORK LAW AND VENUE

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Westchester County.

In addition, all City contractors not incorporated in the State of New York must produce a **Certificate to Do Business in the State of New York from the New York Secretary of State** prior to executing their contract with the City.

QUALIFICATION REQUIREMENTS

The following list is the minimum vendor qualification requirements

- At least 5 years experience providing similar contracted services
- At least 3 references for clients currently/previously served
- At least one of the references to be a town/village/city/county/state
- Requisite licensure

PROPOSAL FORMAT

Respondents must remit 3 copies of proposal.

Your proposal should include the following:

1. Detailed information on how you or your firm meets the qualification and scope of work requirements as listed herein.
2. Name and resumes of principles and associates to be assigned to this project.
3. Examples of other similar projects.
4. A completed and signed Exhibit A attached hereto.
5. Cost proposal.

CITY CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact Michael Briska, Traffic Engineer at (914) 654-2135.

EXHIBIT A : REQUEST FOR PROPOSAL SPECIFICATION # 4683

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes _____ No _____

If "NO", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. the prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #4683 except as identified.

Company Name and Address

Signature

Date

Name & Title

Phone Number

Email Address

Fax Number