



City of Hermosa Beach Public Works Department

1315 Valley Drive, Hermosa Beach, CA 90254
(310) 318-0214 Fax (310) 937-5015

Request for Proposals To Provide Professional Engineering Services (RFP 19-01)

For

Caltrans Systemic Safety Analysis Report Program

I. INTRODUCTION

The City of Hermosa Beach Public Works Department is soliciting proposals from qualified engineering consultants to provide traffic analysis / study as detailed in SSARP guidelines and per scope below for subject proposal.

II. DESCRIPTION OF THE SSARP PROJECT

The report that will come out of this will encompass the analysis as detailed by the SSARP grant that is aligned with the TIMS results, the grant guidelines report and the SSARP Procedures and Implementations. It is a data driven grant based on empirical transportation (injury, fatality, collision) data taken between 2011 and 2013. The report will support the development and delivery of a study/analysis that will justify the selection and prioritization of countermeasures (infrastructure related traffic improvements). Attached is data from TIMS (transportation Information Mapping Systems). Please keep in mind the bigger picture is to have this report help the City to qualify for Future HSIP funding (infrastructure related projects). Please review the scope of work provided as outlined below and find the roadway segments detailed in this scope as well. The following tasks are required to complete the SSARP analysis / study.

III. SCOPE OF SERVICES

Goal

The goal of the City of Hermosa Beach Systemic Safety Analysis Report Program Study is to prioritize traffic and pedestrian safety projects for future funding.

The City of Hermosa Beach Department of Public Works, Police Department and its consultant team will use three years of the most current crash data sourced from its own Police Department and Department of Public Works, and the [California I-SWITRS database](#), and [UC Berkeley Transportation Injury Mapping \(TIMS\)](#). The study will be completed within 36 months of initial allocation of funds.

Overall Objectives and Products

The scope of work performed by the City of Hermosa Beach will accomplish the following objectives and deliver the following products:

1. Analysis of specific areas roadway system including the following roadway segment and intersections with highest number of documented collisions.
 - a. Herondo St to Artesia Blvd (Pacific Coast Highway)
 - b. 2nd St and Pacific Coast Highway
 - c. 8th St and Pacific Coast Highway
 - d. 9th St and Pacific Coast Highway
 - e. 7th St and Pacific Coast Highway
 - f. Prospect St and Aviation Blvd
 - g. Pier Ave and Valley Dr
 - h. 24th St and Hermosa Ave
2. Analysis of the highest occurring crash types at high-risk intersections and corridors, including the following:
 - a. Rear-end
 - b. Bicycle
 - c. Vehicle
 - d. Pedestrian
 - e. Angle
 - f. Side-Swipe

3. Identification of Countermeasures

City staff and consultant team will to use crash reduction factors provided in the Local Roadway Safety Manual for the State of California (LSRM) to identify potential low-cost systemic countermeasures.

4. Summary of the Major Results.

City staff and the consultant team will provide in its final report a summary of major results, which will include a description of the methodologies used to limit the data analysis and studies to stay within the funding limits.

1. Project Contracting

Task 1.1

- Project Initiation and Implementation:
- Hold meeting with Caltrans Staff if necessary, finalize scope, staff workshop. Meeting summary will be documented.

Task 1.2

- Staff coordination: Hold monthly interdepartmental meetings to ensure good and consistent communication, and sharing of information to ensure that the project remains on time and within budget. Invite Caltrans staff to project team meetings.

Task	Deliverable	Documentation
1.1	<i>Project Start-Up</i>	<i>Meeting summary</i>
1.2	<i>Monthly staff coordination</i>	<i>Monthly meetings with summary notes</i>

2. Community Outreach

- All meetings will be publicly noticed at consultant's sole responsibility, to ensure maximum attendance. Number of meetings and location of workshops to be determined. (3 maximum)

Task 2.1

- Series Community Workshops, including participation of stakeholders, business leaders, civic leaders, residents and community based-organization: Inform community of study, its purpose and opportunities; share crash and injury data, discuss counter-measures, options and constraints, and solicit opinions from community. Consultant should be prepared to hold meeting without City staff presence.

Task	Deliverable	Documentation
2.1	<i>Series of 3 Community Workshops</i>	<i>PowerPoint Presentation, Workshop Summary, Photos, Options/Counter-</i>

3. SSARP Study

Task 3.1

- Present preliminary/draft results of study: Based on community input, crash data results (Consultant must have access to online data) and guidance from the Caltrans Local Safety Roadway Manual and present to Executive Staff from the Department of Public Works, Community Development Department, City Manager and City Council

Task 3.2

- Prepare and present final SSARP study: Final report including outreach summary, community workshops summary, and prioritized projects as directed by Department of Public Works Executive Staff.

Task 3.3

- City Council Adoption: Present SSARP Final Study to City Council

Task	Deliverable	Documentation
3.1	<i>Draft of Study</i>	<i>Report, including data, meeting results, preliminary recommendations</i>
3.2	<i>Final Report to City Staff</i>	<i>Report, including data, meeting results, preliminary recommendations</i>
3.3	<i>Final Report presented to City Council</i>	<i>Council Adoption and meeting notes</i>

4. Project Management and Administration

Task 4.1

- Project Administration: Project administration between consultants and project manager. Consists of weekly teleconferences and monthly progress reports and invoices. Monthly invoices to Caltrans project manager.

Task 4.2

- Quarterly Reports: City staff will submit reports pursuant to Systemic Safety Analysis Report Program Guidelines to Caltrans District staff and provide a summary of project progress and grant/local match expenditures. Carryout to close out of project with Caltrans.

Task	Deliverable	Documentation
4.1	<i>Project Administration and Coordination</i>	Monthly progress reports and invoices
4.2	<i>Quarterly Reports</i>	<i>Quarterly progress reports and invoices</i>

Notes:

Crash Data (2011, 2012 and 2013)

Number of Fatality and Severe Injury (F+SI) crashes (not number of victims) between 1/1/2011 and 12/31/2013: 333

These are the Strategic Highway Safety Plan (SHSP) Challenge Area(s) that this SSARP will primarily address:

1. Alcohol and Drug Impairment
2. Young Drivers
3. Bicycling
4. Motorcycles
5. Distracted Driving
6. Intersections, Interchanges and other Roadway Access
7. Pedestrians
8. Speeding and Aggressive Driving

IV. CONTENT OF THE PROPOSAL

Include the following items in the proposal:

- A. Company Overview: introduce your firm and provide a general description of your company's qualifications and experience, with emphasis on previous projects which are similar to the one proposed. Please include an organizational chart, staffing plan, and resumes for all parties involved in the project. List a maximum of five (5) projects (total) that your firm has performed for other public or private agencies, which demonstrate your firm's ability to perform this work.
- B. Name and license number of the engineer in charge for this work and the consultant's primary representative shall be available on all occasions for the discussion with city staff and identification of any sub consultants.
- C. Approach and Methodology.
- D. Proposed Schedule of Work, including start and completion dates for each task.
- E. Scope of work.
- F. Fee: In separate, sealed envelope, provide a fee schedule and a total "Not to Exceed" fee for completing the work included in each Alternative, as described in the Scope of Services above. All fees shall include labor, materials, reprographics, travel, meetings, and presentations. All approved deliverable products shall become property of the City of

Hermosa Beach. The City reserves the right to eliminate any tasks from the scope of work, and reduce the not-to-exceed fee by the cost of the task eliminated. Sample fee format attached.

V. CONSULTANT SELECTION

The Public Works Department will evaluate all proposals based on criteria for the evaluation of the proposals may include, but not limited to the following:

- A. Completeness of proposal
- B. Consultant's demonstrated understanding of the Scope of Services
- C. Quality of work previously performed by the firm
- D. The resources required to perform the required services
- E. Proposed Schedule of Work

VI. RIGHT TO REJECT ALL PROPOSALS

The City of Hermosa Beach reserves the right to reject any or all proposals submitted. No guarantee is hereby made that any contract will be awarded pursuant to this Request for Proposals, or otherwise. All costs incurred in the preparation of the proposals, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent.

VII. PROPOSAL SUBMITTAL

An original (1) copy and one (1) electronic copy on a USB flash drive of the proposal shall be presented in a sealed envelope bearing the name, address, and telephone number of the individual or entity submitting the proposal and shall be addressed as follows:

(RFP 19-01) - Request for Proposals To Provide Professional Engineering Services for Caltrans Systemic Safety Analysis Report Program.

Deliver To: Office of the City Clerk, 2nd Floor

City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

Attn: Reed Salan, Associate Engineer

The proposal shall be delivered to the above address on or before **11:00 a.m. on *March 26, 2019.***

VIII. STAFF CONTACT

Should you require further information, please contact Reed Salan, Associate Engineer at (310) 318-0229 or rsalan@hermosabch.org.

Sincerely,

**By: Reed Salan
Associate Engineer**

Attachment(s): 1. SSARP guidelines – February 2016
2. Instructions and Implementation guide for SSARP
3. TIMS – SWITRS query results summary and heatmap
4. Sample proposed fee format
5. Sample professional services agreement