



**CITY OF SAN BERNARDINO**  
**Development Services Department, Public Works**  
300 North "D" Street, 3<sup>rd</sup> Floor  
San Bernardino, CA 92418  
Phone (909) 384-5111 • Fax (909) 384-5155  
Web address: [www.sbcity.org](http://www.sbcity.org)

## **REQUEST FOR QUALIFICATIONS/PROPOSALS**

### Objective

The City of San Bernardino seeks the services of qualified consultants to provide traffic engineering services related to various development and capital improvement projects.

### Background

The Traffic Engineering Section is an organizational unit within the Public Works division with a staff consisting of one traffic operations system analyst, one traffic engineering associate, and one engineering assistant.

The Traffic Section reviews all development plans for traffic related issues, reviews and comments on traffic impact analyses, calculates traffic fees, determines needs for traffic studies, operates traffic modes, determines traffic signal timing, studies accidents and recommends solutions. The traffic section also prepares Federal/State aid transportation related funding applications on behalf of the City. Additionally, the section evaluates the need for crossing guards, stop signs, time limit parking, painted curbs and staffs the traffic safety committee.

### Scope of Services

The selected consultant may perform services including, but not limited to the following:

- Plan, supervise and coordinate traffic engineering studies, designs and surveys; plan and coordinate traffic operational programs within the City.
- Prepare staff reports to the City's Planning Commission and/or Mayor and Common Council.
- Meet with Public Works staff and other City departments as needed.
- Meet with project applicants and developers as determined by the City Engineer.
- Attend Development/Environmental Review Committee, Planning Commission, and/or Mayor and Common Council meetings as needed.
- Attend SANBAG and Caltrans meetings on behalf of the City.
- Review and comment on plans and studies prepared by other Consultants.
- Determine the need for and type of traffic controls; recommend traffic ordinances and resolutions; recommend traffic impact mitigation.
- Develop traffic calming policies.
- Other similar duties.

The consultant(s) will work under the supervision of the City Engineer. All work shall be performed by or under the supervised direction of a registered Civil or Traffic Engineer with a minimum of six years traffic engineering experience.



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### Proposal Requirements

The proposal shall include the following:

- Name, address, telephone, e-mail address, and fax number of the designated/specified consultant.
- A one-page summary of the consultant's background and experience as it relates to the RFQ/RFP.
- A statement of the consultant's accessibility, availability, and office location.
- The hourly rate of the specified consultant and any necessary support staff. It is anticipated that the consultant(s) will work out of their normal workplace, and only need to come to City Hall for meetings. It is also anticipated that most work efforts will be e-mailed to the City. Note: the City will not pay or compensate for travel time, courier services, mileage or reimbursement for travel to the City of San Bernardino to attend meetings or conduct the activities necessary to complete tasks required to be performed as part of consultant services.
- A statement of local preference eligibility, including identification of an office located in the City of San Bernardino and the number of employees stationed at the office, the number of employees doing business inside the City limits, and a photocopy of your firm's City of San Bernardino Business Registration Certificate.
- A statement that the consultant is not working for any client with projects in the City or similar situations that could present a conflict of interest.
- The proposal shall not exceed five pages, excluding attachments.
- Any comments or suggestions that the consultant believes necessary to improve the review process or to comply with the requirements of this RFP.

Proposals are due by June 2, 2008. E-mail submittals are preferred, and should be sent to [Ross\\_Va@sbcity.org](mailto:Ross_Va@sbcity.org). Proposals can also be mailed to the address listed above to the attention of Valerie Ross, Director of Development Services

### Selection Process

The Director and City Engineer will review submitted traffic engineering qualifications and proposals and select the consultant most qualified to provide services. Staff will not interview each consultant, but may contact the consultant(s) for additional information, or clarification.

### Agreement for Services

The Traffic Section proposes to enter into an agreement with the consultant best able to provide assistance based upon availability, familiarity with the City, and lack of conflict of interest.



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Staff anticipates that the initial selection will be completed within two weeks of proposal submittal. Upon selection of a consultant, staff will prepare an Agreement for Services for signature by the selected consultant and the City. The City's standard Agreement for Services is posted on the City's webpage and can be found at the following location:  
[http://www.ci.san-bernardino.ca.us/depts/devserv/public\\_works/traffic.asp](http://www.ci.san-bernardino.ca.us/depts/devserv/public_works/traffic.asp)

#### General

This Request for Proposals does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. This RFP is not a contract or commitment of any kind. All proposals in response to this RFP will become the property of the City and may be used by the City in any way deemed appropriate. The City reserves the right to accept or to reject, in part or in its entirety, the proposal if such action is deemed to be in the best interest of the City.