



REQUEST FOR PROPOSAL
FOR
TOWN OF CAREFREE
SIGN INVENTORY

DATE RELEASED: JANUARY 4, 2022

TOWN OF CAREFREE
8 SUNDIAL CIRCLE
PO BOX 740
CAREFREE, AZ 85377

PROPOSALS ARE DUE PRIOR TO 3:00 P.M., February 14, 2022

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REQUEST FOR PROPOSAL

TOWN OF CAREFREE SIGN INVENTORY

1. GENERAL INFORMATION

The Town of Carefree is seeking to retain a consulting firm to provide sign inventory services. The response to this solicitation will be in the form of a Scope of Services and Fee.

All qualified firms interested in providing the following services are invited to submit their Proposals. The Consultant's Proposals will be evaluated and ranked according to the criteria provided in Section 5, "Evaluation Criteria," of this Request for Proposals (RFP.)

Addenda to this RFP, if issued, will be list of the website for any updates at :

<http://www.carefree.org/169/Engineering-Streets-Right-of-Way>

It shall be the Consultant's responsibility to check the website to obtain any addenda that may be issued.

Submit four (1) hard copy and one (1) electronic copy in PDF format on a USB flash drive. The package shall be mailed or submitted prior to the due date. Proposals shall be submitted in a sealed package clearly marked "Town of Carefree Sign Inventory" and addressed as follows:

Mark M. Milstone, P.E.
Town Engineer
Sign Inventory
Town of Carefree
8 Sundial Circle
Carefree, AZ 83577

Submittals received after the time and date specified above may be considered nonresponsive and will be returned to the Consultant. The Town has no authority to accept proposals submitted after the above date and time and will return any unopened proposals which are received late.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified submittal must be received prior to the due date.

Unsigned submittals or submittals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the Town of Carefree to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure, or contract for services. The Town of Carefree reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Town to do so.

The signing of the Scope and Fee Document shall be also known as "the contract". The prospective consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town of Carefree Town Council.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

Any questions related to this RFP shall be submitted in writing to the attention of Mark Milstone via email at Mark@carefree.org.

The Town of Carefree shall not reimburse the Consultant for costs to relocate its personnel to the service area of this Contract. The Town of Carefree shall not reimburse the Consultant for per diem costs. The County shall not reimburse the Consultant for out-of-state travel.

The Town shall not incur costs beyond the funding commitments in the Scope and Fee.

The Consultant shall provide all necessary tools, instruments, equipment, materials, supplies, and safety equipment required to perform the work identified in this Contract accurately, efficiently, and safely. The Consultant's personnel shall be fully trained in the use of such necessary tools, instruments, equipment, materials, supplies, and safety equipment. The Consultant shall not be reimbursed separately for tools of the trade.

If the Consultant fails to submit the required results, deliverables, other documents, and other items required by this Contract, the Town shall have the right to withhold payment and/or terminate this Contract in accordance with the termination provisions of this Contract. If the Contract is terminated, the Consultant shall, at County's request, return all materials recovered or developed by the Consultant under the Contract including, but not limited to, photos, field notes, computer data files, maps, artifact collections, catalogs, analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by this Contract.

Should the Town determine that from the submitted Proposals indicate that the Request for Proposal needs to be revised, an updated RFP will be sent to the original firms that submit Proposals.

2. SCOPE OF SERVICES

The Town of Carefree maintains approximately 60 centerline miles of local roads, which contain an unknown number regulatory and warning signs. The scope of work for this RFP shall include survey of all regulatory, warning and guide signs in the Town's Road network. The actual number of signs is not known by the Town but will be determined through the work requested by this RFP.

The tasks below specify the Towns expectations of the Consultant. However, the Consultant is encouraged to offer alternatives and creative means to accomplish the Towns goals. For any alteration to the tasks below, the Consultant must be clear in what they are suggesting and must explain how their alterations benefit the Town. The suggested methods must be clear enough to incorporate into the agreement between the Town and the Consultant, should that Consultant be awarded the project. If the consultant does not specifically identify changes they wish to make to any of the tasks, then the Consultant will be obligated to perform the tasks as specified below.

a. Project Management

Before beginning work, the selected Consultant shall conduct a kickoff meeting with Town staff to verify the extent of the data collection area and the required information the Consultant must collect.

The Consultant shall be prepared to discuss methodology, schedule, and answer questions the County may have. The Consultant shall be available for monthly conference calls to discuss the progress of the Project and any actions that the Town can take to expedite the Project. If the Town and Consultant agree that a conference call is not necessary, then the conference call for any given month may be cancelled.

The Consultant shall provide schedules showing work tasks, phases, durations, milestones, assignments, and critical paths.

b. Data Collection

The Consultant shall perform any and all surveying necessary in order to collect the required data. The expected data that shall be collected, is as follows:

- Sign ID Number (to be added by surveyor)
- Sign Type Description
- MUTCD Sign Reference Number
- Sign Image (Google Earth or similar method)
- Location and Street Name (Latitude/Longitude and/or approximate distance to street intersection centerline)
- Side of Road / Direction Sign Faces
- Condition Assessment (Good, Fair, Poor)
- Sign size (inches x inches)
- Height of bottom of sign relative to edge of pavement
- Post type (wood, metal, other)
- Post quantity (quantity of posts for sign structure)
- Post shared with other signs (YES or NO)
- Post condition (good, bent, needs replacement, etc.)
- Notes about sign
 - Sign condition (bent, graffiti, holes, faded, etc.)

- Name of the person conducting the survey.
- Survey Date

c. Database Development

The Consultant shall develop the sign inventory database. The Town expects the sign inventory to be displayed on Google Maps or similar system which will be available to the Town staff. The expected tasks are as follows:

- Create the required data fields
- Provide the necessary data entry services

The database shall be developed in such a way that allows the Town the ability to maintain a current inventory as signs are moved, replaced or added.

3. SUBMITTAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their qualifications, to simplify the review process, and to help assure consistency in format and content. Proposals shall be limited to a Scope and Fee sheet detailing the items required and the cost to obtain these items.

The proposal shall contain the following information in the order listed:

a. Introductory Letter

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone 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 by the individual authorized to bind the Consultant to the proposal. Only one wet signature is needed, as the other copies for the proposals may be reproductions.

b. Consultant Information & Qualifications

The following contact information shall be submitted with the proposal.

Proposed Project Manager's:

- Name
- Title
- Address
- Email
- Phone number

Proposed Officer that would sign the agreement:

- Name
- Title
- Address

- Email
- Phone number

c. Organization and Approach

Provide a description of the Consultant's team, including names, classifications and qualification of key personnel.

d. Scope of Work

Include a detailed Scope of Work Statement describing all services to be provided.

Describe the firm's cost control and budgeting methodology for this project.

f. Contract Agreement

Indicate any issues or proposed changes to the scope of services or other requirements of this RFP. This would also include requested changes to the contract agreement and insurance requirements.¹

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (120) days following the date proposal submittals are due.

g. Prospective Bidders

Prospective bidders shall email the Town Engineer (Mark@carefree.org) with their contact information to be put on a list of prospective bidders for possible correspondence.

4. PROPOSAL EVALUATION

All submittals will be evaluated by the Town of Carefree Selection Committee. The Committee may be composed of Town staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contact during the evaluation phase shall be through the Town Engineer only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town's requirements as set forth in this RFP.

Only the cost proposal from the most qualified consultant will be requested to begin cost negotiations. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

5. EVALUATION CRITERIA

Proposals will be evaluated according to each Evaluation Criteria. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The

final maximum score is one hundred (100) points.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Cost for completing the work	45
2	Understanding of the work to be done	30
3	Capability of developing innovative or advanced techniques	10
4	Schedule of Work	10
5	Demonstrated Technical Ability	5
-	-	100

6. ANTICIPATED SCHEDULE

The anticipated consultant selection schedule is as follows and is subject to change:

- January 4, 2022: RFP Released
- February 1, 2022: Consultant questions on RFP are due no later than 10:00 A.M.
- February 14, 2020: Proposals are due no later than 4:00 P.M.
- July 1, 2022.....Authorization of fiscal 22-23 funding
- July 5, 2022:Authorization by Town Council
- July 15, 2022:Notice to Proceed