

## On-Call Traffic Engineering Services RFQ

### Q&A

October 15, 2024

**Q1.** In the 1. Letter of Introduction it states, "b. Provide name, address and phone number of the primary contact and of the key member(s) of staff responsible for plan/map checking". Please confirm Plan checking services are not required.

**A1.** A consultant is expected to assist with plan checking of street improvements, signing & striping and traffic signal plans for City CIP project, and private development projects.

**Q2.** In the Scope of Services you state: In general, the Consultant shall be able to complete the tasks list below" and list "Construction management and inspection support for roadway improvement and transportation projects" Our firm does not provide construction management services, do we need to bring a subconsultant onto the team now or can we add them as needed per task order?

**A2.** Consultant staff shall be capable of monitoring contractors and construction work pertaining to traffic engineering. Examples of this include reviewing and approving cat tracking, monitoring signal timing modifications, reviewing and approving sign locations in the field, and other related onsite (field) work. The City does not anticipate using the firm(s) selected through this RFP to provide full-scale construction management services. If a consultant's firm does not provide any type of construction monitoring, a subconsultant can be brought in per task order. A proposal shall include a statement reflecting this.

**Q3.** After reviewing 2. Firm Information and Qualification #E and # G appear to be asking for the same information. Can we get more detail about what information you want in each section?

**A3.** Section E is asking for experience with similar projects. Section G expands to other traffic engineering and consulting services which a firm may wish to include in the proposal.

**Q4.** Do you want resumes for all staff (including junior staff that may work on your projects depending on the task orders or only the Key Individuals that will lead the Task Orders for this contract?

**A4.** Please provide resumes of key individuals. Resumes of junior staff members may be included at the proposer's discretion.

**Q5.** In 2. Firm Information and Qualification you state, "Provide specific examples of appropriate experience that qualify them for their responsibilities, including licensing as a professional engineer in the State of California". What type of information do you want for requirement since we are including resumes in another section?

**A5.** The section can be used to provide any additional information which is not included in the resumes or proposer may simply refer to another section.

**Q6.** In 2. Firm Information and Qualification you state, "Provide specific examples of appropriate experience that qualify them for their responsibilities, including licensing as a professional engineer in the State of California". Which key personnel need to be a registered professional engineer?

**A6.** Professional engineering licensure is required for the roles of Project Manager, those individuals in charge of design teams and responsible for supervision of engineering projects.

**Q7.** In 2. Firm Information and Qualification you state, "Provide specific examples of appropriate experience that qualify them for their responsibilities, including licensing as a professional engineer in the State of California". Are you looking for A Traffic Engineer or Professional Engineer to lead this contract?

**A7.** The consulting team shall include a state licensed California Traffic Engineer.

**Q8.** After reviewing 2. Firm Information and Qualification #D and #F they appear to be asking for the same information. Can we provide the resumes in D and only provide the organizational chart and office location for staff in F?

**A8.** It is up to a proposer to include the information required by Section 2. There are no specific requirements for individual sub-sections. A proposer is expected to include all relevant information and highlight experience and qualifications by presenting the information they believe may influence the rating.

**Q9.** How many points in the criteria will be given to the office geographical location?

**A9.** Geographical location is a supplemental factor, however, in case of matching ratings, point(s) can be added for proximity to Calabasas.

**Q10.** Would a Project Manager with a PE, PTOE, and extensive Traffic Engineering experience be sufficient to fulfill the TE licensed requirement in the RFQ?

**A10.** The consulting team shall include a licensed Traffic Engineer (T.E.) in the state of California.

**Q11.** Does the staff in the City's office need to be TE licensed?

**A11.** It is desirable but not required.

**Q12.** Can resumes be provided in the Appendix?

**A12.** Yes, resumes can be provided in the Appendix.