

**REQUEST FOR QUALIFICATIONS  
for  
Engineering Study  
For  
Sign Retroreflectivity throughout Ventura County**

**RESPONSE DUE**

by

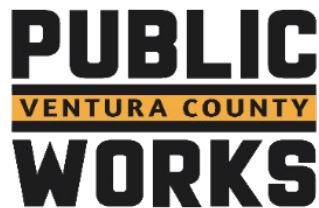
**2:00 p.m.**

on

**February 15th, 2023**

at

**County of Ventura – Public Works Agency  
Hall of Administration 3<sup>rd</sup> Floor  
Attention: Matthew Litvinas,  
800 S. Victoria Avenue, #1620  
Ventura, CA 93009**



**FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY  
TRANSPORTATION DEPARTMENT**

## Contents

I. SCHEDULE OF EVENTS .....	3
II. INTRODUCTION .....	3
III. PROJECT DESCRIPTION AND PURPOSE .....	3
IV. SCOPE OF WORK.....	3
V. SUBMITTALS AND INQUIRIES.....	4
VI. SUBMISSIONS .....	5
VII. SELECTION CRITERIA.....	5
VIII. AGENCY PROVIDED DOCUMENTS.....	6
IX. PAYMENT METHOD .....	6

## **I. SCHEDULE OF EVENTS**

Issuance of RFQ.....	02-01-2023
Last Date to submit inquiries.....	02-08-2023
Closing Date for SOQ.....	02-15-2023
SOQ's Evaluation Period	
Notification of Final Selections	
Request for Cost Proposal & Contract Negotiation with the highest ranked consultant	

## **II. INTRODUCTION**

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering firms to provide an engineering study to evaluate the retroreflectivity of existing traffic control signs throughout the County of Ventura, provide a maintenance plan for replacing those signs which do not meet current Federal, State, or local retroreflectivity requirements, and provide a schedule for which signs are to be replaced in the future.

## **III. PROJECT DESCRIPTION AND PURPOSE**

The project is located throughout the unincorporated County of Ventura. The purpose of the project is to bring traffic control signage into compliance with Federal, State, and local retroreflectivity requirements to improve sign visibility.

## **IV. SCOPE OF WORK**

The Scope of Work required includes the preparation of an engineering study to establish a method to maintain retroreflectivity. The prepared study shall include field retroreflectivity testing of the traffic control signs, and a prioritization/ranking for sign replacements (annually 1-5yrs) with cost estimates. A draft report outlining recommendations shall be provided for review and a final report submitted to address any comments from the County of Ventura. All work products shall become the property of the County and submitted to the County for review.

### **❖ Project Management & Meetings**

Within 10 days after the contract execution, Consultant and County staff will have a kick-off meeting to discuss the project goals, scope, finalize the schedule, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes, and responsibility matrix after each meeting. The Consultant shall attend and coordinate monthly meetings with County staff. The Consultant shall Prepare Monthly Progress reports that shall provide current information regarding the project schedule completed/upcoming deliverables, problems encountered that may affect the schedule, budget of work products and anticipated work items, and identify activities for the following month. The Consultant shall prepare and distribute meeting minutes to all project team members. The Consultant shall prepare and periodically update a project schedule with tasks and milestones represented in Microsoft Project. The Consultant shall break down the schedule by logistical tasks consistent with the scope of work and with enough detail to track project progress. The schedule

must reflect realistic estimates of review periods by the County staff for tasks, such as reports, and coordination.

❖ Project Study

Consultant shall prepare a detailed study for the Engineering Study for Sign Retroreflectivity throughout the County of Ventura project. The project study shall include but not limited to, identifying which types of signs are required to be replaced, establishing a minimum age threshold for replacing signs (if possible), a method to perform retroreflectivity testing and listing of equipment used (The preferred method of testing will be one which uses the County's existing retroreflectometer.), determination of how many tests can be performed in an 8-hour timeframe, a plan or outline to map out locations of tests to be performed, GPS coordinates and photo logging of tested signs, determination of geographical areas and sign orientation which may require more frequent sign replacements due to weathering of signs, costs to perform retroreflectivity testing.

The County of Ventura currently maintains approximately 13,000 signs, including retroreflective and non-retroreflective signs. This inventory will be provided. Existing retroreflective signs installed by the County are constructed using either 3M High Intensity Prismatic sheeting or 3M Diamond Grade sheeting. If the consultant has GIS capabilities, the County of Ventura will provide a GIS map of the sign locations. Some field testing may be required to determine a baseline for replacement signs, which costs shall be included in the project study fee.

❖ Cost Estimate

Consultant shall prepare a cost estimate for providing the Engineering Study for Sign Retroreflectivity throughout the County of Ventura project, and a construction cost estimate for the project. The construction cost estimate shall include but not limited to, costs to perform retroreflectivity testing, overall cost to replace signs which do not meet current retroreflectivity standards, costs to replace the signs on an annual basis over a 5 year span.

**V. SUBMITTALS AND INQUIRIES**

Statements of Qualifications (SOQ's) should be submitted no later than 2:00 P.M. on February 15th, 2023, to the following address:

County of Ventura – Public Works Agency  
Hall of Administration 3<sup>rd</sup> Floor  
Attention: Matthew Litvinas  
800 S. Victoria Avenue, #1620  
Ventura, CA 93009

All Submittals should be sent by registered mail, certified mail, overnight mail, hand delivery, or by email. Incomplete submittals and/or submittals received after the deadline will not be accepted. Consultants may submit questions via email to [Matthew.Litvinas@ventura.org](mailto:Matthew.Litvinas@ventura.org) no later

than then 2:00 p.m. on February 15th, 2023. All inquiries shall be made only through this email address; telephone calls will not be accepted.

**VI. SUBMISSIONS**

The SOQ must not be more than 20 single sided pages and shall be in spiral bound 8.5”x11” format or may be submitted via email to [Matthew.Litvinas@ventura.org](mailto:Matthew.Litvinas@ventura.org). The SOQ shall include the following:

1. A cover letter signed by an authorized representative of the prospective consulting firm. Cover letter shall include contact information: Name, address, telephone number, and e-mail address.
2. Statement of Understanding – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and a brief description of the firm including the types of services offered.
3. List of personnel to be made available for these services and a brief resume for each describing their education, experience, and qualifications.
4. Consultant shall list a minimum of one (1) project of similar nature completed. Please include:
  - Project Description
  - Description of services provided and Key personnel
  - Client name, contact person, and current phone number.

A set of three (3) Copies and one electronic file of the SOQ’s shall be submitted for review by the Selection Committee.

**VII. SELECTION CRITERIA**

The selection committee, comprised of VCPWA staff, will evaluate and score the SOQ’s based on the selection criteria listed below:

<b>Evaluation Criteria</b>	<b>Rating (1-10)</b>	<b>Rating Factor</b>	<b>Total Weighted # of Points</b>	<b>Max. Possible</b>
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.5		15
Project Team / Sub-Consultants Qualifications		x 2.0		20
Relevant Experience		x 3.0		30
Past Experiences (list a rating value of 5 if none)		x 1.5		15

**Project Understanding/Approach:** Does the Consultant’s understanding of the project requirements conform to the Scope of Services offered? Does the Consultant offer a sensible approach in response to the Scope of Services? Does the Consultant offer an expanded scope for the project (Additional Services) that is justified and reasonable?

**Quality, Clarity, Responsiveness, & Overall Impression:** The overall look of the SOQ is professional, well organized, and easy to follow. The SOQ meets the terms and format required in the RFQ and follows the breakdown of the scope of work in the SOQ.

**Project Team / Sub-Consultant Qualifications:** Is the proposed team composed of members/sub-consultants with expertise and background related to the proposed project? Are appropriate disciplines presented? How much of the work will be handled by Consultant’s in-house staff and how long has that staff has been working for the firm? How many similar projects have the proposed subconsultants worked with the Consultant as a team?

**Relevant Experience:** Has the Consultant completed similar projects in both scope and size for similar type for other public agencies?

**Past Experiences:** What is the County’s experience in working with the Consultant in the past? If they have no experience, please put a mid-point value of 5, and deviate accordingly if there are any negative or positive past experiences.

Upon completion of the SOQ evaluations, the final ranking of the of the firms will be established. The highest-scoring firm will be invited to submit a written fee proposal and if accepted, invited to enter into a contract with VCPWA.

## **VIII. AGENCY PROVIDED DOCUMENTS**

AGENCY will provide or accomplish the following:

1. Maps & Historical Records that may be accessible by the AGENCY
2. County sign inventory and GIS location map

## **IX. PAYMENT METHOD**

The method of payment for this contract shall be “Itemized Unit Cost or Lump Sum per item”. Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed rate for each item or unit of the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific rate includes the proposed Consultant’s fee and indirect costs, such as overhead, fringe, and other administrative charges. A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for cost proposal will be issued to the highest-ranking firm.