

ATTACHMENT 2 – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposals by all System Vendors. The intent of these guidelines is to assist potential System Vendors in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Ying Smith
Transportation and Mobility Manager
41 Miles Avenue
Los Gatos, CA 95030

The letter shall include a brief statement of which element or elements are being proposed, the proposers' full contact information, an understanding of the services being requested and any other pertinent information the System Vendor believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed by an individual authorized to bind the System Vendor to the proposal.

2. Executive Summary

Proposers shall include in the executive summary an overview of the vender's ability to successfully complete the scope of work and meet the Town's goals for the project.

3. Consultant Information, Qualifications & Experience

The Town of Los Gatos - Parks and Public Works Department will only consider submittals from ATSPM System Vendors that have deployed at least one system with good references as described in this Request for Proposals, and/or from VBD/BPS System Vendors who demonstrate they have successfully completed at least one comparable project with detection provided through a smartphone app.

Proposals should discuss the performance, challenges and lessons learned from comparable project(s) and indicate who was on the project team(s). Submittals shall include a detailed description of at least one fully deployed project for each element proposed within the past five (5) years which includes the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency project manager contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion

8. System Vendor Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome
12. Initial and Final Contract costs, and a brief explanation of the difference, if any

Desired qualifications for ATSPM proposals include:

- Good references
- Implementing more than one ATSPM project
- At least one project with an agency of similar size to Los Gatos (serving a population less than 50,000).

Desired qualifications for VBD/BPS proposals include:

- Good references
- Demonstration of the ability, or a credible approach, to differentiate between a bicyclist and slow moving vehicle
- Demonstration of the ability, or a credible approach, to differentiate between a bicyclist in the bike lane and same-direction left turn lane

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes should show relevant experience, for the Project's Scope of Services, as well as the length of employment with the proposing Consultant. Experience with this/these type(s) of project(s), for the Project Manager and key staff should be included.

5. Scope of Services

1. Review the preliminary scope of services included in the RFP "Requested Scope of Services". Prepare a detailed Scope of Services per the RFP "Requested Scope of Services", describing all services proposed to be provided with explanations regarding any proposed deviations or modifications to the preliminary scope of services and tasks included in the RFP
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Describe how cost and schedule could be minimized.
5. Describe critical system deployment issues associated with the project and how you will address these.

6. Schedule of Work

The anticipated schedule is 4 to 8 months from the date Notice to Proceed is issued. Provide a detailed schedule for all tasks/phases of the project and the proposed Consultant's services,

including time for reviews and approvals. The schedule shall meet the Project Schedule requirements as shown in the RFP “Requested Scope of Services” or shall be modified with explanation as to why an alternate schedule is being proposed. Project schedules with minimal cost implications are preferred.

The current schedule assumes the selected vendor(s) will start work in January 2021 and complete testing in September 2021. Construction of field elements, including completing the fiber optic network, is not expected to be complete until July or August, 2021.

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the Town of Los Gatos that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract. The Town has determined that selection as System Vendor for the ATMS-ATCS or Field Design project does not constitute a conflict of interest for the ATSPMs or VBD-BDS project.

8. Litigation

Indicate if the proposing System Vendor was involved with any litigation in connection with similar prior projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

Indicate if the proposing System Vendor has any issues or requested changes to the Town’s Agreement for Consultant Services, as included as Attachment-4.

The System Vendor shall provide a brief statement affirming that the proposal terms shall remain in effect for one hundred twenty (120) days following the date proposal submittals are due.

10. Federal-Aid Provisions

The proposing System Vendor’s services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment–5– Local Assistance Procedures Manual Exhibits. The proposing System Vendor shall review and comply with Exhibit 10-I: Notice to Proposers DBE Information, and complete and submit the following forms with the proposal to be considered responsive.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (EXHIBIT 10-01). **The DBE Goal is 3% for the ATSPM contract and 2% for the VBD/BPS contract.**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02) This form must be completed by the successful Consultant and it will be incorporated into the final Consulting Services Agreement with the Town.
- Panel Member Conflict of Interest & Confidentiality Statement LAPM 10-T prior to commencement of construction. This form is to address the potential conflict of interests.
- Any other relevant forms required during the project.

System Vendor shall demonstrate familiarity of providing services for federally funded projects and a clear understanding of requirements/needs to facilitate the project through and in compliance with Caltrans Local Assistance and the Local Assistance Procedures Manual.

11. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit, as outlined below.

The proposal shall include a cost proposal for each task included in the proposal. Task B shall be subdivided as determined by the System Vendor. A proposal form is included at the end of this attachment.

The Consultant cost proposal shall include separate cost and resource allocations for the tasks outlined in the RFP "Requested Scope of Services", as described in Attachment 1.

12. System Requirements

The System Vendor(s) shall fill out the columns labeled as (By Vendor) in Attachment 6 to indicate system requirements that are provided, are not provided, or are partially provided in the proposed system. Please provide explanation of any requirement which is not provided or partially provided. The Excel file is available on the Town website or can be obtained via email request.

Town of Los Gatos					
ATSPM and VBD/BPS					
Federal Number: STPLN1 6084(227)					
PRICE PROPOSAL FORM					
Item	Description	Quantity	Unit ³	Unit Price	Row Price
Automated Traffic Signal Performance Measures					
A	Project Mobilization (up to 5% of project total.)	1	LS		
B	Furnish and Install ATSPM software and hardware	1	LS		
B1	Optional ¹	1	LS		
B2		1	LS		
B3		1	LS		
B4		1	LS		
C	Maintenance and Support Services (years 1-3)	3	Annual LS		
D	Maintenance and Support Services (years 4-5)	2	Annual LS		
ATSPM SUBTOTAL					
Virtual Bicycle Detection/Bicycle Priority System					
A	Project Mobilization (up to 5% of project total.)	1	LS		
B	Furnish and Install ATSPM software and hardware	1	LS		
B1	Optional ¹	1	LS		
B2		1	LS		
B3		1	LS		
B4		1	LS		
C	Maintenance and Support Services (years 1-3)	3	Annual LS		
VBD/BPS SUBTOTAL					
GRAND TOTAL					
Notes:	1. Vendor(s) may break Task B into subtasks if desired.				
	2. If ASCS requires ATMS to function, include a proportional share of the ATCS cost in this item.				
	3. LS = Lump Sum				
Vendor Name:					
Contact Name:					
Contact Email:					
Contact Phone:					