



COUNTY OF SAN LUIS OBISPO  
**DEPARTMENT OF GENERAL SERVICES**

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200  
DUANE P LEIB, DIRECTOR

**REQUEST FOR PROPOSAL PS- #924  
ROAD VOLUME DATA COLLECTION**

May 2, 2006

The County of San Luis Obispo is currently soliciting proposals for professional services for Road Volume Data Collection.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit four [4] copies of your proposal by close of business on May 22, 2006 to:

County of San Luis Obispo  
Jack Markey, Central Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Ryan Chapman at (805) 781-1406.

JACK MARKEY  
Supervising Buyer - Central Services Division  
jmarkey@co.slo.ca.us

**PROPOSAL SUBMITTAL AND SELECTION**

1. All proposals, consisting of four, (4) copies must be received by mail, recognized carrier, or hand delivered no later than close of business on May 22, 2006. Late proposals will not be considered.
2. All correspondence should be directed to:

San Luis Obispo County  
Department of General Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408  
ATTENTION: Jack Markey  
Telephone: (805) 781-5200
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected.
9. All proposals shall remain firm for sixty, (60) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

**PROPOSAL FORMAT**

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
  - a. Type of organization, size, professional registration and affiliations.
  - b. Names and qualifications of personnel to be assigned to this project.
  - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
  - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
  - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
  - a. Summary of approach to be taken.
  - b. Description of the organization and staffing to be used for the project.
  - c. Indication of information and participation the proposer will require from County staff.
  - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
  - a. Propose total fixed fees to complete project as described under Project Scope.
  - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance and \$1,000,000 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.

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- c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.
  
- d. Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.
- 7. Strict Liability.
- 8. Violation of civil rights.
- 9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

## SCOPE OF SERVICES, TRAFFIC DATA COLLECTION

### **Project Scope.**

Collect 175 roadway traffic counts on various roadways in San Luis Obispo County, locations to be established by County Staff. These counts will include 150 three day counts and 25 seven day counts to be done over the summer of 2006.

### **Data Collection:**

Data will be collected using hose count type devices and include either three or seven full days of count data. Three day counts will be Tuesday thru Thursday, while seven day counts will be a continuous seven day period. No counts will be done on any week that includes a holiday.

While hoses are being placed and removed, all appropriate traffic control measures will be taken to assure everyone's safety. In addition, hoses will be secured so that they are not knocked loose during count periods.

### **Report Preparation:**

After data is collected, reports shall be generated that look like the attached example. All information for roadway number and location will be provided by Public Works staff at the time that the roadway location list is prepared.

### **Quality Control:**

The consultant will provide a person independent of the project to review and guarantee the accuracy of the data.

### **Project Schedule:**

All count Data must be collected by Friday, August 25, 2006 and final processed reports must be completed by September 8, 2006.

### **Payment:**

The contract lump sum price paid per traffic count shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in collecting and preparing roadway traffic counts, complete in place, including final report preparation, as directed by County Staff.

Payments will be made in four equal installments based on the number of counts completed, one at 44 counts, the second at 88 counts, the third at 132 counts and the fourth at the completion of the project.