



Carrie Eklund
Central Services Manager
Finance Department

REQUEST FOR PROPOSALS Traffic Sign Management System RFP NO.: 112-PW-012

Dated: 1/18/12

Name of Proposing Firm: _____

Address _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

RFP Opening Time and Date **11:00 a.m., Local Time, Thursday February, 23, 2012**

Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond:	NO
Prevailing Wage	NO
Performance Bond:	NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

RETURN BIDS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104
Telephone: (815) 987-5560

PROPOSALS SUBMITTED BY FASCIMILE OR E-MAIL WILL NOT BE ACCEPTED

PROPOSAL RESULTS:

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174 or at www.rockfordil.gov .

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
7. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
8. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.
9. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10

years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

10. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

11. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

12. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

13. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

14. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

15. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

16. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

17. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

18. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

19. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

20. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

21. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

22. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

23. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

24. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor’s responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

25. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to certified.payroll@rockfordil.gov.

26. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

27. Apprenticeship Requirement. For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor’s (or his subcontractor’s) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

28. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the awarded vendor’s performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker’s Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

29. Insurance Requirements. Upon execution of the contract, and prior to the awarded vendor commencing any work or services with regard to the project, the awarded vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the awarded vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All awarded vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.

The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:

- ❖ Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate
- ❖ Workers Compensation. The awarded vendor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.
- ❖ Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the awarded vendor shall supply the City with a new and

replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

BID REQUIREMENTS FOR EQUAL EMPLOYMENT OPPORTUNITY

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
Note: The number of employees must be entered under each category (no check marks)

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.
5. Certificate of Non-Barred Bidding

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5 COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise _____

City-Certified? Yes ___ No ___

Women Business Enterprise _____

City Certified? Yes ___ No ___

Neither _____

(Revised 12/21/09)

TRAFFIC SIGN MANAGEMENT SYSTEM
RFP No.: 112-PW-012

1.0 Overview

- 1.1 The City of Rockford, Illinois seeks proposals procure a TRAFFIC SIGN MANAGEMENT SYSTEM. The City intends to enter into a contract with a qualified and responsible firm for the purchase of such a system. Any firm (hereinafter "Vendor") desiring to be considered to provide such a system shall submit proposals in accordance with the instructions and format of the attached Request For Proposals (RFP) documents.
- 1.2 The 2009 Manual on Uniform Traffic Control Devices (MUTCD) has requirements and deadlines for minimum retro reflectivity of traffic control signage. While the deadlines for implementation have been relaxed, a plan for implementation is still needed. The City of Rockford desires a traffic signage inventory and a management system as the first step in a plan to meet the MUTCD requirements. The City of Rockford has approximately 650 center line miles of streets.

2.0 General Requirements

- 2.1 Firm Qualifications. No contract shall be awarded except to responsible firms capable of providing the class of service described.
- 2.2 Evaluation of Proposals. An evaluation team will be used to review all submitted proposals using set criteria. This evaluation team may consist of the Public Works Director, City Engineer, Traffic Engineer, Property & Transportation Manager, Engineering Operations Manager and additional staff as needed.
- 2.3 Firm Interview. The evaluation committee may conduct interviews to assist in the evaluation process.
- 2.4 Contacts. Prior to the award of the contract to the successful bidder, prospective vendors shall contact Carrie Eklund, Central Services Manager, at (815) 987-5565 or carrie eklund@rockfordil.gov.

3.0 Technical Requirements

- 3.1 General
It is the intent of these specifications to describe the minimum requirements for a Traffic Sign Management System. The expressed purpose of this system is to enable the City to:

- A. Collect, record, and make available information concerning traffic signs located on the public roadways within the city limits of Rockford;
- B. Assessment of sign condition; and
- C. Sign fabrication and replacement of signs on a work order basis.

3.2 Inventory Attributes to Be Collected

3.2.1 Physical inventory of all signs and sign supports;

3.2.2 The scope of work includes all traffic signs located within the City's jurisdiction right-of-way excluding off road, parks, or alleys. The Vendor will perform a field review of the project area to verify or collect existing sign inventory. The location of all signs shall be determined utilizing the Global Positioning System (GPS). All signs shall be located to +3 meters resolution. As a minimum, the following attribute data will be captured for the signs:

A. Sign Location

1. Count and completeness of inventory. Allowable tolerance of +2%.
2. GPS Location: Sign locations are to be expressed in terms of latitude and longitude and Illinois State Plane Coordinates East Zone, NAD83 (97). These shall be provided in both tabular and map format. Allowable positional variation from actual sign location is 3 meters while maintaining relative positional accuracy between signs.
3. Placement - Left, Right, Overhead, Center
4. Sign orientation - Record direction sign face (N, S, E, W) and fraction thereof (NE, SE, SW, NW) allowable tolerance is +22.5 degrees.
5. GPS Date: Date the GPS Coordinates were captured.
6. Post ID Unique Identifier: Each post location will be assigned a numeric identification.
7. Sign Photo: Digital image of each sign will be linked to the data set and geo-referenced for location.
8. Record operator name (Last, First, Middle Initial)
9. Record a digital image of each sign face with link to location. Image must be of sufficient quality to read sign text greater than 4 inches in height.

B. Sign and Post Type

1. Post ID Unique Identifier: Each post location will be assigned a numeric identification.
2. Sign Type: Signs shall be classified by Manual of Uniform Traffic Control Devices (MUTCD) type/code or MUTCD custom designation for specialized signs.
3. Post Type: Shoulder mount, u-channel, arm mast, etc.
4. Sign Photo: Digital image of each sign will be linked to the data set and geo-referenced for location.
5. Sign Panel Size: Based on current City standards.

6. Physical Condition: Each sign will be rated for physical condition (Pass/Fail) corresponding to visual standards agreed upon by the City and Vendor.
7. Reflectivity: Each sign will be assessed for night time reflectivity and assigned a condition rating using FHWA Comparison Panel Method.
8. Sign Substrate Type: Metal, wood, etc. inventory date (Month/Day/Year)

3.3 Sign Assessment Process and Data Collection

3.3.1 Method for Assessment

A visual night-time sign assessment method shall be used for conducting retro-reflectivity assessment for all signs located within or associated with the City street right-of-ways. The visual nighttime sign assessment method shall conform to FHWA Comparison Panel method guideline.

The data shall be gathered and collected in a field computer containing the sign inventory database. The inventory database shall be updated via a web-based interface utility program.

3.3.2 Rating Criteria

Visual inspection utilizes an inspector judgment call on the rating based on his/her training. It is preferable to maintain the same inspectors throughout the project if possible. The inspectors are trained to observe the signs at various levels of retro-reflectivity including signs at the minimum levels to acclimate the inspector to distinguish differences in retro-reflectivity levels.

The sign must have a retro-reflectivity level higher than the comparison standard panel in order for the sign to pass.

Rating Criteria:

- A. CRITICAL—sign need immediate replacement
- B. FAIR—sign that may need replacement within 1-5 years
- C. GOOD—sign that may need replacement within 5 or more years

A daytime inspection shall be conducted to identify signs that have issues with post alignment, color fade, vandalism/damages, and obstruction. The data shall be gathered and collected in a field computer containing the sign inventory database. The inventory database shall be updated via a web-based interface utility program.

3.3.3 Data Requirements

The Vendor shall create a log for each inspection which establishes the name of the inspector, assessment method, route, date, time, weather conditions, vehicle model and year of manufacture.

A GPS track log of the inspection shall be made available to the City of all inspected routes in ESRI shape-file format.

3.3.4 Database Conversion

Optional service can be provided to the City to provide a utility programming code to convert the database to a compatible database that can be imported one-way into the existing City's Asset Management System (AMS). The City can import the sign data into the City's AMS at its own discretion after the Vendor delivers the initial converted database. The service requires the following information and participation from the City:

- A. Access to information on the database structure to determine the required fields;
- B. Access to information on the AMS system import utility or functionalities and requirements;
- C. Access to information on the unique identifier assigned to each loaded record to use in future record update; and
- D. Support of City IT and AMS application administrator.

The City and the Vendor shall agree on the scope of the database conversion utility program and the limit of its functions and operations before the Vendor takes on the development effort.

3.4 Electronic Traffic Sign Inventory System

This work shall consist of providing a web-based Traffic Sign Inventory site to the City that will allow tracking of the traffic signs. The site shall include all specific requirements outlined in this specification and shall be accessible by City designated individuals only (by use of an interactive password security system).

3.4.1 Site Components

The web-based Sign Inventory Database site shall consist of the following components:

- A. The Database shall be constructed on a base map provided by the City, of the City jurisdiction. The base map shall indicate all applicable roadways within City right-of-way and shall designate such roadways by proper name.
- B. The Database shall include navigation capabilities to pan and zoom different views at various locations and resolutions on the base map, allowing for viewing the project area and reported information.
- C. The Database shall be a secure site, accessible from a typical personal computer, and shall be accessible by password only. Passwords shall be granted to individuals at the City's discretion.

- D. The Database shall include the ability to link a photograph associated to that specific sign. Tabular data shall include the ability to sort the data in ascending or descending order based on the column heading. All tabular data (generated through query, search, or spatial select) shall be downloadable into a format consistent with Microsoft Excel or agency defined format.
- E. The Database shall include a search function that queries the data by, but not limited to, MUTCD type, Sign ID, Post ID, Current Condition Assessment, Sign Age. The result of the search shall be plotted on the map and displayed in tabular data.
- F. The Database shall have up to five custom text fields that the City deems necessary. The initial data included in the web-based Sign Inventory Database shall consist of:
 - 1. A Unique Identifier for each sign and for each post
 - 2. GPS Coordinates
 - 3. MUTCD Sign Type
 - 4. Sign Orientation
 - 5. Post Type
 - 6. Sign & Post Condition
- G. The Database shall include a contact option to directly send an email to the Vendor to inquire or ask a question about any of the sign components, schedule for completion or other information included in the project.
- H. The Database shall be fully functional within thirty (30) working days of the notice to proceed on the proposal and after receipt of the City's provided base map. Data on the site shall be updated on a regular basis to report progress of work on the contract.
- I. At the termination of the contract the Vendor shall provide the City all data in a format consistent with Microsoft Excel within ten (10) business days.

3.5 Field Assessment Tracking Tool Specification

The Field Assessment Tracking Tool shall be a GPS enabled data collection tool that allows the user to perform sign and post assessment from a moving vehicle via a touch screen interface on a field computer. The computer software shall be a standalone desktop Geographic Information Systems (GIS) application (not connected to the internet for any functionality or data) to be used on a field computer with the following minimum specifications:

- A. Minimum ten (10) inches or greater screen with touch interface
- B. Intel Atom N-270 - 1.6 GHz processor
- C. 1GB of RAM
- D. Less than 3 pounds in weight

The Vendor shall provide one field computer loaded with the application to be used by the City. If additional units are needed the Vendor will be compensated separately for each additional unit.

The tool shall use GIS data files in both ESRI Shape-file format and ESRI Personal Geodatabase format. Additionally the tool shall utilize the GPS to continually update the user's current location relative to the sign locations at a minimum of one second intervals.

The graphical user interface of the GIS application shall include:

- A. A legend panel showing symbology information for each GIS layer
- B. A reference map showing the current map window in relation to the total project area
- C. A scale bar and cursor location information
- D. Basic pan/zoom navigational tools including selection tools
- E. A feature attribute table showing attributes of selected signs

The "signs" data file shall be editable by either assessment buttons and/or editing the feature attribute data table directly. The user making the edits and the time/date stamp when the edit was made will be logged in the data base for a minimum period of two years.

The "feature" attribute table shall include the ability to sort the data in ascending or descending order based on the column heading and to select which attribute fields are to be displayed for assessment.

The application shall allow a transfer utility program to connect (dock) with the web-based repository (master) signs database to extract a copy of the signs database that will be used by the field assessment tool. Additionally, after an assessment cycle, docking shall add updated/changed assessment records to the web-based repository (master) database in a separate assessment table.

The Vendor shall provide technical support for the field data collection tool throughout the contract term, in addition to providing unlimited data updates via automatic docking.

3.6 Data Verification

In order to assure the quality of the sign data collected, the City will be conducting audits on positional accuracy, sign count and attribute accuracy.

The City reserves the right to use City staff or a third party to audit the sign inventory prior to final payment. In the event of a dispute the Vendor will have the opportunity to perform an audit along with the City to find resolution.

4.0 Alternate Items

4.1 OPTION A: Street Light Pole and Traffic Signal Inventory

In addition to signage the Vendor shall inventory all traffic signal and street light pole locations. The traffic signals and street light poles will be treated in the database similar to sign posts with customized "MUTCD" code along with up to five attributes. The following attributes for Traffic Signals and Light Poles shall be included:

A. Street Lights:

1. Pole Location
2. Pole Type (davit arm, post, etc.)
3. Pole Substrate (ie: aluminum, fiberglass, etc.)
4. Pole Height
5. Banner Arm

B. Traffic Signals:

1. Pole Location (ie: nwx, nboh etc)
2. Pole Type (mast arm, post)
3. Pole Height

All other issues within this contract that would pertain to the locations of the Traffic Signals and Street Light Pole will also be required under this option.

4.2 OPTION B: Sign Replacement

The successful Vendor has the option to provide a cost for all sign materials and supports in need of replacement following initial inventory. The City maintains the right to purchase these materials and supports at a vendor of their choice and/or manufacture any materials in house. The City will perform all installation of the signs in need of replacement.

The Vendor shall prepare a written report identifying all signs in need of maintenance. This report will include identification of defects and sign attributes in sufficient detail to generate a work order. The Vendor shall review the work plan with the City. Upon approval of the work plan by the City, the Vendor shall initiate maintenance activities and work continuously until all items included in the work plan are completed.

The Vendor shall be paid at the unit price. Any additional hardware, structural supports, traffic control or miscellaneous items required to complete maintenance activities shall be deemed incidental and included in the unit price.

All parts used in constructing highway signs shall be new and shall conform to the requirements of these specifications, the plans and the latest edition of the ASTM Standards for Sign Supports for highway signs, luminaries and traffic signals. If any departures of materials and fabrication from the plans or specifications are deemed necessary by the Vendor, details of such departures and the reasons therefore, shall be submitted to the City's Engineer for approval. No such departure shall be made without the prior written approval of the Engineer. The Vendor shall furnish the City notarized certified copies of the chemical and physical properties of all materials incorporated in the structures and accessories that are required for this work.

Fabrication of all signs and supports shall be in accordance with the details shown on the specifications and be consistent with manufacturers' recommendations. Any departure from the plans shall be submitted in the form of shop drawings. Work shall be done in a uniform, workmanlike manner.

All signs shall be fabricated in a plant operated by a fabricator who has the necessary experience to manufacture quality signs meeting these specifications. The Vendor shall furnish the City the name of the fabricators of the signs before fabrication is started and, if requested by the City, information shall be furnished as to the fabricator's qualifications and experience. Certification by sheeting manufacturer is required.

4.3 OPTION C: Video Capture

The successful Vendor shall supply a video capture of the sign inventory (along with any additional software, etc.) as needed to be compatible with the existing with City's AMS.

5.0 Other Requirements

5.1 Warranty/Service

The RFP should fully detail any and all warranty terms and conditions. Additionally, the RFP should state the cost, terms, and conditions for any available service contracts that extend beyond the base warranty.

5.2 Training

The successful Vendor shall provide a qualified technician to provide complete training to city personnel at the City's Public Works Center. Training shall include complete operation of all services and equipment provided within the RFP specification for the Traffic Sign Management System.

6.0 Proposal Requirements

- 6.1 A brief description of the firm.
- 6.2 The Vendor shall submit a list of two similar units sold in other local or state government agencies within the past three years, with name, address and telephone number of a contact person. Reference list including any municipal clients within the State of Illinois.
- 6.3 Summary of Bids, including Description of system being bid, purchase price of system, and purchase price of any alternate items.
- 6.4 Submit an original and five copies of the entire proposal.