REQUEST FOR PROPOSAL
For

TRAFFIC SIGN INVENTORY AND MANAGEMENT SYSTEM

TOWN OF SOUTH WINDSOR, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

JANUARY 2016
INVITATION FOR PROPOSAL

Notice is hereby given that the Town of South Windsor, Connecticut shall accept sealed proposals for traffic sign inventory and management system for the Town of South Windsor.

Proposals shall be accepted at the Office of the Town Manager, Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut 06074 until 3:00 pm February 1, 2016 at which time said shall be opened. Proposals shall be in a sealed envelope marked “Traffic Sign Inventory and Management System”.

“Specifications” and “Forms” may be obtained at the Office of the Public Works Garage at 157 Burgess Road, South Windsor.

The Town of South Windsor reserves the rights to amend or terminate this Sealed Proposal, accept all or part of the proposal, reject all proposals, waive any informalities or non-material deficiencies in the proposal, and award the RFP to the lowest responsible proposer.

Matthew B. Galligan
Town Manager
REQUEST FOR PROPOSAL
Traffic Sign Inventory and Management System

The Town of South Windsor Public Works Department is seeking proposals for providing a traffic sign inventory collection and development of a traffic sign management software program for the Street Services Divisions of the Town of South Windsor.

Interested vendors are asked to provide detailed information about their services and definitive proposals, with costs, for services specifically asked for in this document including any additional options.

The request for proposal is intended to collect an inventory of all traffic signs within the Town including but not limited to MUTCD signs and other non-MUCTD signage along the roadways as well as all town owned properties (i.e. town hall, fire stations, the police station, the community center) utilizing a GIS/GPS system to accurately pinpoint the location of such signage within sub 3’ of the location of the sign. Digital photo(s) of each sign must also be incorporated into the database with the ability to be easily extracted and tied to the specific sign target. At the conclusion of the physical inventory, the vendor shall develop a comprehensive inventory database which will allow the town the ability to manipulate the inventory, add new signs, delete existing signs as well as have the ability to introduce new signage types into a template in the software program.

Instructions to vendors:

1. Proposals must be submitted to the Office of the Town Manager in sealed envelopes marked "Request For Proposal For Traffic Sign Inventory and Management System" on or before the date and time specified in the invitation for requests for proposals.

2. Proposals must be in ink on forms provided in the requests for proposals document.

3. On the proposal form, contained herein, the vendor must fill in the blank for the applicable answer as to whether their product meets specifications of the proposal. If the answer is no, then the bidder must identify the difference of the exception and explain in detail. Failure to explain difference or exception will result in non consideration.

4. Unless a proposal is formally withdrawn, it should be deemed open for acceptance until the Contract Agreement has been executed by both parties thereto or until the Town manifests that it does not intend to accept the proposal. Notice of Acceptance of a proposal shall not constitute rejection of any other proposal.

5. The right is reserved to reject any one or all proposals, if deemed in the best interest of the Town of South Windsor.
6. The person, or persons, to whom the Contract shall be awarded must execute said contract in duplicate within five (5) days of notification of such award; and in case of failure to do so, he or they will be considered to have abandoned the Contract.

7. Vendor shall supply six (6) copies of their proposal.

8. Vendor shall supply current installations projects similar in scope to this project with contact information.

Requirements:

- Vendor employees shall comply with all OSHA, EPA, FHWA, DOT and Town requirements at all times. As a vendor/supplier to the Town, the vendor must perform in a professional, courteous and respectful manner. Vendor employees may have contact with the resident population. All vendor supplied personnel must have, at a minimum, a photo ID. It is preferable that personnel have a company issued photo ID. The vendor shall also provide the Town a roster of personnel working on the project.

- Vendor shall commit to a date of completion for the entire project acceptable to the Town prior to the commencement of the project.

- Proposal shall include purchase pricing for a turn-key, fully populated sign inventory of all town signs described above and a sign management database.

- Proposal shall include historical accuracy of the vendor’s sign inventory collection process.

- Proposal shall include any annual recurring fees to maintain the program, if applicable, and/or any costs for customer support upon delivery of the finished product.

- The Town of South Windsor reserves the right to terminate the Contract at any time, giving thirty days notice and if in its opinion the service being performed by the vendor is deemed unsatisfactory.

- Vendor proposal shall include on-site training on the database for select Public Works and Police Department staff.

- Vendor shall specify computer/server requirements. Data have the capability to be accessed at remote locations (i.e. Public Works, Police Department)

- Vendor shall specify provisions for disaster recovery should the database fail.
Specifications

1. **Inventory Collection:** The vendor shall inventory all regulatory and non-regulatory signs on all streets in the Town of South Windsor as well as all signs at Town owned and operated facilities. (i.e. Town Hall, fire stations, the police station, etc). The vendor shall use a GIS/GPS based collection system to pinpoint the location of each sign/post throughout the town. The collection system shall be capable of locating the sign/post at sub 3’ in accuracy at the sign target location. Use of a vehicle mounted collection system shall not be acceptable. Handheld, or tethered GPS collection systems shall be required the ensure sub 3’ accuracy. As part of the inventory collection data, the condition of the sign, type of sign, MUTCD code, color of sign, type of material, size of the sign, condition and type of post, the orientation of the sign, reflectivity, visibility, side of the road and the street it is located on shall be noted for integration into the database.

2. **Photo Collection:** Each sign/post collected shall be digitally photographed. Photos shall be capable of being integrated into the database and extracted with the sign record.

3. **Traffic Sign Management Database:** The vendor shall develop or design a database which the Town can easily extract sign data using all the attributes noted above including the photographs. All data shall be able to be modified/updated by the Town as desired. Each sign record shall, have in addition to the sign data noted above, an attribute for ‘Notes”. Data shall have the capability of being accessed in the field using a handheld device similar to a IPAD.

4. **Insurance:** Vendor shall provide a Certificate of Insurance for Worker’s Compensation, General Liability and Automotive Liability naming the Town of South Windsor as “Additional Insured.”

Minimum Worker’s Compensation coverage shall meet or exceed $1,000,000

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<th>Category</th>
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<td>General Liability</td>
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<tr>
<td>Automotive Liability</td>
<td>$500,000.00 per occurrence</td>
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<td>Worker’s Compensation</td>
<td>Statutory Limits</td>
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<tr>
<td>Personal Injury</td>
<td>$500,000.00</td>
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5. **Contact/Emergency Information:** Vendor shall provide a contact person, phone or cell numbers for contact before, during and after work hours (including weekends) for scheduling, job changes, personnel issues and emergencies.
PROPOSAL FORM

The vendor has read the attached Request for Proposal and submits the following quotation to provide the service requested. There shall **be no additional costs** other than those noted below. The collection and database shall be a turn-key vendor supplied project. The Town of South Windsor shall not be responsible to supply the vendor with any vehicles, equipment, or manpower outside of those that are part of the proposal supplied by the vendor unless agreed upon by the Town.

All prices per requirements:

- GPS Collection $ _______________
- Traffic Sign Management System $ _______________
- Digital Photo(s) of all signs $ _______________

Available Options (Specify details) i.e. maps, hardware, customer/technical support

1. __________________________________________________________ $ __________
2. __________________________________________________________ $ __________
3. __________________________________________________________ $ __________

Please respond to the following:

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<td>I have included the costs or fees to maintain the database after delivery.</td>
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<td>I have provided six (6) copies of this proposal.</td>
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If any of the above statements are checked no, please supply an explanation.

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