

# **City of Union City Request for Proposals from Individual Licensed Electricians or Firms to Service Traffic Lights Within the City of Union City.**

## **Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Requests for Proposals (“RFP”) for proposals from qualified individuals or firms which are licensed electricians to maintain and service the City’s traffic lights for two years commencing September 15, 2014 until September 14, 2016 . All candidates are required to comply with N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:1.1 et seq. (Affirmative Action).

The City of Union City hereafter referred to as the “City”, requires the maintenance services of qualified personnel, hereafter known as the “Contractor”, to ensure the safe operation of the City’s Traffic Signal System equipment, hereafter known as the “System”. The System equipment to be maintained consists of, but is not limited to: traffic signal control equipment and cabinets; inductive loop detection; video detection; signal poles and mast arms; vehicular and pedestrian signal heads; pedestrian push buttons; cables; interconnect of various types; leased telephone communication connections; opticom emergency preemption equipment and related equipment.

All maintenance services described in the Scope-of-Services shall cover all existing System elements during the term of this agreement, hereafter known as the Contract. As new signalized intersections are constructed in the City and added to the System, they too shall be included in the scope of services, provided by the Contractor, at agreed contract pricing.

## **SCOPE OF SERVICES**

### **1. GENERAL**

- A. Contract Quantities – Estimated Contract quantities, if shown, are provided solely for use as a uniform basis for the comparison of bids and are not guaranteed. When a quantity is not shown, the price bid should be based on a quantity of 0-5 units with the exception of lamps of the various kinds which shall be based on a quantity of 50 for each type. Actual quantities may be significantly higher or lower than anticipated. The Contractor will be directed to perform these tasks on an as needed basis.
  
- B. Specifications and Details - The Contractor shall be required to perform all contract services identified herein in accordance with the NJDOT 2001 Standard Specifications for Road and Bridge Construction, the current Electrical Material Specifications, the Approved Electrical Engineering Material list and the Electrical

Standard Details July 2001 and in accordance with accepted industry standards and practices and latest revision of the above documents.

- C. Initial Equipment Inspection - The Contractor shall be required to perform a detailed field inspection of all signal equipment that is included in this contract prior to accepting maintenance responsibility. All signal damage or deficiencies that are identified by the Contractor will be addressed by the City, at their discretion. The Contractor shall ensure copies of the approved Traffic Signal and Electrical Plan are in the cabinets.
- D. Work Authorization - No work shall be undertaken by the Contractor unless it has been authorized and provided a Work Order Number., by the City. Each Work Order issued by the City shall serve as a formal notice-to-proceed and will include an effective time period for completion of the specified work, if required.
- E. Coordination – The Contractor shall provide a work plan for all scheduled Preventative Maintenance and Traffic Signal Modification Work to the City’s designated contact a minimum of 48 hours in advance of commencing work operations. The City’s contact list shall be as shown in Attachment A.
- F. Communications – A 24 hour per day cellular telephone service number and two secondary back up numbers shall be maintained and manned every day of the year to receive, record and dispatch all calls for contract service from the City’s designated personnel. All Contractor personnel responsible for responding to the maintenance needs of the System shall be equipped with cellular telephones.
- G. Parts and Equipment – The Contractor shall maintain a stock of repair and replacement parts designated for use in the System including: controllers, load switches, relays and all other necessary units and components required to fulfill the terms of this contract. The City will not be responsible for furnishing any parts or equipment under this contract unless otherwise specified. All replacement parts and equipment shall be new and equal to the original part or component being replaced unless otherwise specified. The Contractor shall use parts on the NJDOT Approved Electrical Engineering Material list (EE #'s). All defective parts shall be returned to the City.
- H. Review - Throughout the term of the Contract, the City may conduct reviews of the various phases of the Contractor’s operations. The Contractor shall cooperate and assist the City throughout this review process.
- I. Apparent Omissions - The apparent silence of these specifications as to any detail, or the apparent omission from them of a detailed plan concerning any work to be done and materials to be furnished shall be regarded as meaning that only the best general practice is to prevail and that only the best workmanship and material is to be used. Work not specified, but involved in the proper execution of the work, is required and shall be performed by the Contractor as though it were specifically

delineated or described. Interpretation of these specifications shall be made upon that basis.

- J. Temporary Traffic Devices - When it is impractical to immediately restore standard equipment at the jobsite, the Contractor shall immediately provide temporary devices, satisfactory to the City, and maintain the devices until permanent traffic control devices can be re-installed. The Contractor shall provide and maintain temporary equipment including but not limited to: controllers, signal heads, and all necessary wiring and connections required to make this System operational and in conformance with the approved plan.
- K. Material Delivery - In the event the delivery of any material in short supply is delayed substantially beyond the normal delivery time which results in delaying the completion of the work, the completion time period will be extended without penalty. The Contractor shall demonstrate to the City that he has made every reasonable effort to obtain such material and complete the work.
- L. Safety – The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this contract and shall provide all reasonable and prudent safety equipment for persons assigned to this contract. The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to all employees on the work site and all other persons who may be affected thereby. The Contractor shall comply with all City, State, Federal and OSHA safety regulations as well as the requirements contained within the current MUTCD Part 6 - Temporary Traffic Control.
- M. Cleanliness – Upon completion of each work task the Contractor shall remove all remaining materials and shall leave the area that may have been affected by his operations in a neat and orderly condition.
- N. Lane Closure Restrictions – Scheduled maintenance and traffic signal modification work tasks will be subject to peak period lane closure restrictions. Specific closure limitations will be provided by the City in accordance with Ordinance 10-7.
- O. Temporary Traffic Control - Temporary traffic control shall be in conformance with the current MUTCD Part 6- Temporary Traffic Control.

#### **General Provisions To Be Performed Annually**

- A. Clean all signals including signal lens, reflectors, and pedestrian signal lens.
- B. Clean all controller cabinets, and transformer bases.
- C. Refocus all signal lights and align with traffic.
- D. Check all stainless steel bolts, arms, signals, and poles.

- E. Check all safety chains, replace as needed for purpose of safety.
- F. Check underground traffic signal cable.
- G. Check all loop's, loop detectors, Image Detectors, push buttons, and pedestrian calls. (Adjust loop detectors or Image Detectors as needed).
- H. Visually inspect all overhead splices, in pull boxes and in pole bases.
- I. Check all concrete foundations and report conditions.
- J. All controllers will be tested, cleaned and lubricated, and solid state components, electronic parts, and relays will be checked.
  - 1) All cabinet doors and locks will be lubricated.
  - 2) All conflict monitors will be checked (if any) by actual conflict.
  - 3) Replace all air filters, check fans and thermostats.
- K. A complete report of conditions found and recommendations will be issued upon completion of maintenance.

## **2. PERSONNEL AND EQUIPMENT**

The Contractor shall provide Traffic Signal Electricians with a minimum of five (5) years experience in the construction and maintenance of traffic signals. They shall have completed at least one (1) manufacturer's controller training program and be IMSA Traffic Signal Level II Certification and completed a traffic control training program by either the FHWA or State of New Jersey.

The Contractor shall provide Traffic Signal Electricians with a mobile bucket truck. Additional equipment will be provided as required.

The mobile bucket truck shall have as a minimum the following inventory on the truck for emergency maintenance:

- 2 - Nema 8-phase controller
- 2 - Nema conflict monitors
- 8 - load switches
- 2 - flashers
- 2 - four channel loop amplifiers
- 1 - two channel loop amplifier
- 2 - flash transfer relays
- An adequate supply of lamps of the various sizes, relays, pushbuttons, pushbutton signs of the various type, lens for traffic signal and pedestrian of the various sizes, transformer base doors, banding with clips, safety chains, circuit breakers, wire outlet, cabinet locks and anything else necessary for Emergency Maintenance.

The Contractor shall maintain an additional inventory at his business location of the following:

- 5 - Green LED module – 12"
- 5 - Yellow LED module – 12"
- 5 - Red LED module – 12"
- 5 - Green LED module – 8"
- 5 - Yellow LED module – 8"
- 5 - Red LED module – 8"
- 5 - 1 way 3 section RYG (LED) Polycarbonate 12" signal heads
- 5 - 1 way 3 section RYG (LED) Polycarbonate 8" signal heads
- 5 - Pedestrian Indications- walk/don't walk
- 2 - 20' mast arms and hardware for "T" pole
- 2 - 15' mast arms and hardware for "T" pole
- 1 - 25' mast arms and hardware for "K" pole

- 2 - Traffic Signal Standard, Type “T”
- 1 - Traffic Signal Standard, Type “K”
- 2 - 8” Pedestal Assembly

### **3. MAINTENANCE**

The Contractor shall generally perform Emergency Maintenance on an on-call basis.

#### **A. EMERGENCY MAINTENANCE**

Emergency Maintenance shall be performed at the request of the City’s representative as listed in Attachment “A” and shall include all necessary repairs to place the traffic signal/flashing beacon back into normal operation. The Contractor shall document the call as outlined in Section 4.0 Records and as listed below.

Only a Traffic Signal Electrician in a mobile bucket truck shall be on call. If required, additional personnel and equipment shall be brought to the jobsite to assist in the repair. Documentation of call and justification of work performed shall be provided by the Contractor. This shall include as a minimum, jobsite location, date, time, number of additional personnel, number of man-hours, number and type of equipment, etc.

The Contractor shall be required to respond immediately and to initiate emergency maintenance operations at the job site of the emergency within a maximum of 2 hours after a call has been received from the City. The Contractor shall pursue all repair obligations in order to minimize signal down time. Work shall be performed continuously until the repair is complete.

Major malfunctioning equipment, materials or parts (i.e. a missing or damaged cabinet, pole, pole base, mast arm, etc.) shall be repaired or replaced under emergency maintenance at the rates submitted by the Contractor on the bid sheet.

Records and performance of all emergency maintenance operations shall be strictly enforced and checked by the City.

No payment shall be made for time other than travel time to and from the jobsite and time at the jobsite. Travel time shall not exceed a total of 1 hour to and from the jobsite. Travel time will not be paid for return calls, unless previously authorized by the City.

Defective load switches shall be replaced. The defective load switch shall be returned to the City.

It is the City’s intent that all emergency repairs be made during the initial trip unless shop repairs are required on controller equipment. No compensation shall be made for additional trips if in the opinion of the City the additional trips were necessitated due to a lack of required inventory, equipment and/or qualified personnel on the part of the Contractor. All work shall be done by and/or supervised by one certified electrician.

The City reserves the right to require the Contractor to carry any additional equipment and/or materials necessary to perform maintenance operations in the field to prevent delay and keep travel time to a minimum.

#### **4. RECORDS**

The Police Department and/or City representative will provide a “Work Order #” for each emergency maintenance call assigned. Both parties will verify the time of the call. The Contractor shall notify the assigning party when they arrive at the jobsite and again when the work is completed. Failure to make notification of completion of work may result in the City determining a reasonable amount of time that will be acceptable for the emergency and make payment based on that.

The Contractor shall be required to keep and maintain records of all emergency operations performed throughout the life of this contract. A copy of such records shall be furnished to the City in duplicate on a monthly basis and without any alteration. The following forms shall be used:

- Form EL-11 which shall be used for the Emergency Maintenance

All emergency repairs shall be documented on the forms.

The Contractor or his representative shall also complete and sign the inspection log sheets placed inside controller cabinets and must fill in the exact details of any work performed or emergency call responded to at any signalized location. Copies of inspection sheets are available from the City upon request. A copy of the EL-11, EL-16 and timing sheets filled in by the Contractor’s personnel shall remain in the controller cabinet.

#### **5. FAILURE TO RESPOND**

In the event the Contractor does not respond or the signal technician will not be at the intersection within the required 2 hour Response Maintenance call, the signal technician shall notify the City.

Dependent upon the severity of the incident, the City may choose to respond with its own forces or utilize the services of another Contractor. If the City uses forces other than the Contractor’s because the Contractor could not meet his required 2 hour response time, the Contractor shall be back charged the cost incurred by the City plus a 25% penalty. The money will be deducted from any money owed the Contractor.

The Contractor may also be liable for any incidents resulting in his not responding to the Response Maintenance call.

If more than 2 incidents of the Contractor not responding within the 2 hour period occurs, the City reserves the right to terminate the contract.

## **6. WARRANTY**

All equipment, parts, workmanship that are provided as a repair to existing equipment under annual maintenance or emergency maintenance shall be guaranteed for a minimum of 30 days from the date of repair. Any faulty or defective parts and/or equipment shall be replaced at the expense of the Contractor, including: labor, parts and travel time. All other new equipment and/or parts furnished by the Contractor which is to be replaced under annual maintenance or emergency maintenance shall be guaranteed for 1 year from date of replacement.

All lamps, whether replaced during annual maintenance or emergency maintenance, shall be warranted in conjunction with manufacturer's warranty. All faulty lamps within the warranty period shall be replaced at the Contractor's expense including labor, parts and travel time.

All guarantees shall not include damage caused by acts of vandalism or acts of God such as wind, rain, lightning, tornadoes, etc.

## **Attachment "A"**

### **City Contacts**

#### **Jose Gutierrez**

Department of Public Safety  
City of Union City  
Central Facility,  
2700 Bergenline Avenue  
Union City, New Jersey 07087

Business: (201) 348-5816  
Business Fax: (201) 319-0362  
Mobile: (201) 705-4808

#### **Henry Munker**

Department of Public Works  
City of Union City  
410 27th Street  
Union City, New Jersey 07087

Business: (201) 348-5839  
Business Fax: (201) 348-4667  
Mobile: (201) 522-4290

**24-Hour Police Desk (Emergency)**  
**(201) 348-5790**

## **Compliance with Public Contracting and Campaign Finance Laws**

1. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57).
2. The selection is subject to New Jersey's Pay to Play Law N.J.S.A. 19:44-20.4 *et seq.* and the local public contracts law N.J.S.A. 40A:11-1 *et seq.*

## **Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note the names and license numbers of electricians who will be assigned to work within the City;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with traffic light control systems;
4. Description of candidate's experience related to the installation and maintenance of traffic lights and overseeing a municipal traffic light system;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities and familiarity with the candidate's experience of maintaining traffic light controls and overseeing a traffic light system;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and a total cost of "not to exceed" amount; and
8. Any other information which the interested firm deems relevant.
9. Statement of corporate ownership (c.52:25-24.2)

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

**Bid Items**

The following items shall be provided on an as needed basis for use in the various types of maintenance to be provided in the contract. All items are measured as UNIT unless otherwise noted. All material shall conform to the 2001 New Jersey Department of Transportation Standard Specifications for Road and Bridge, Electrical Specifications (EB) and be on the Pre-approved Electrical Materials List (EE).

**The price bid for the following items shall be for providing all labor, material, equipment, miscellaneous items necessary for a complete installation of this item.**

ITEM	TYPE	QUANTITY	UNIT PRICE	TOTAL PRICE
1. Controller	8 Phase			
2.	8 Phase w/cabinet			
3. Conflict Monitor				
4. Loop Detector Sensor	4 Channel			
5. Meter Cabinet	Type T			
6. Signal Heads	8"			
7.	12"			
8. Pedestrian Indication				
9. Signal Visors	8"			
10.	12"			
11. Manual Control Cable and Button				
12. Lamps	3M			
13.	Red LED			
14.	Yellow LED			
15.	Green LED			
16.	Y/G Bimodal LED			
17.	Pedestrian LED			
18. Traffic Signal Standards	Type T			
19.	Type K			
20.	Type S			
21. Transformer Base	Type T			

22.	Type K			
23. Pedestrian Assemblies				
24. Safety Chain w/bolt				
25. Pole Clamp Assembly				
26. Mid Mount Bracket				
27. Foundations	Type SFT			
28.	Type SFK			
29.	Type SPF			
30.	Type STF			
31. Junction Boxes	18" x 36"			
32.	17" x 30"			
33. Junction Box Cover	18" x 36"			
34. Mast Arms	Type 15M-1			
35.	Type 15M-2			
36.	Type 20M-1			
37.	Type 20M-2			
38.	Type 25K-1			
39.	Type 25K-2			
40. Load Switch				
41. Flasher				
42. Flash Transfer Relay				
43. Maintenance & Protection of Traffic	Per Intersection (in HR)			
44. Signal and Controller Annual Maintenance	Lump sum per intersection			
45. Traffic Signal Electrician	8:00AM to 4:30PM Mon-Fri (in MH)			
	4:30PM to 8:00AM Mon-Fri on 24 hour basis, Saturday, Sunday, and Holidays (in MH)			
46. Electrician Helper	8:00AM to 4:30PM Mon-Fri (in MH)			
	4:30PM to 8:00AM Mon-Fri on 24 hour basis, Saturday, Sunday, and Holidays (in MH)			
47. Mobile Bucket Truck	Min. working height of 25'-truck only (in HR)			
48. Backhoe w/operator	(in HR)			
49. Hi Ranger	50' + working height w/ operator (in HR)			

The cost of repairs to controllers, conflict monitors and other electronic equipment shall be on a cost plus basis. The Contractor shall provide the repair invoice and he will be paid a 10% handling fee.

### **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 10, 2014.

Dominick Cantatore, Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07086

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" paper.