



City of Pittsburg

Public Works Department, Engineering Division
65 Civic Avenue, Pittsburg, CA 94565

Phone (925) 252-4930 Fax (925) 252-6928

REQUEST FOR PROPOSALS (RFP)

Professional Services For Annual Average Daily Traffic (AADT) Counts on Arterial Streets

RESPONSES DUE:

5:00 p.m., Wednesday, December 10, 2025

City of Pittsburg
Public Works Department, Engineering Division
65 Civic Avenue, Pittsburg, CA 94565

Proposals to be submitted electronically, email to:
mruizvega@pittsburgca.gov

November 19, 2025

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1. Introduction

The City of Pittsburg is requesting proposals from qualified firms to conduct Annual Average Daily Traffic (AADT) counts on arterial streets within the city. The objective is to collect accurate traffic volume data to support transportation planning, traffic engineering, roadway design, and policy development.

2. Scope of Services

The firm selected shall provide the following services:

2.1. Traffic Count Locations

- Collect 24-hour weekday traffic volume counts (Tuesday–Thursday) at approximately [10] predetermined locations.
- Locations will include arterial roads identified by the agency.
- A list of count locations is attached as Exhibit A.

2.2. Data Collection Requirements

- Use automated traffic counting equipment (e.g., pneumatic tubes) capable of capturing bi-directional vehicle volumes.
- Counts must capture:
 - Directional volume (NB/SB or EB/WB)
 - Time-stamped data in 15-minute intervals
 - Total vehicles per 24-hour period
 - Vehicle Classifications (Hourly)
- Data must be collected during dry, non-holiday weekdays, avoiding major construction zones or events that may affect traffic volumes.

2.3. Data Validation and Reporting

- Validate and clean all data prior to submission.
- Provide AADT counts and hourly breakdowns in Excel or GIS-compatible format.
- Include a final report summarizing:
 - Data collection methods
 - Locations (with GPS coordinates)
 - Observed issues or anomalies
 - Quality assurance measures

3. Proposal Content

Proposals must include the following:

1. **Executive Summary**
2. **Project Approach and Methodology**
3. **Project Schedule**
4. **Company Qualifications and Experience**
5. **Resumes of Key Staff**
6. **Similar Projects/References**
7. **Cost Proposal (in a separate sealed envelope or file)**
 - Breakdown of cost per location
 - Any optional/add-on services

4. Schedule

Milestone	Date
RFP Issued	November 19, 2025
Deadline for Questions	December 3, 2025
Proposal Due Date	December 10, 2025 by 5:00 PM
Selection and Award	January 7, 2026
Notice to Proceed (Expected)	January 14, 2026
Project Completion Deadline	March 16, 2026

5. Selection and Evaluation Criteria

The Selection Panel will be composed of City Staff. The Selection Panel will review written submissions and conduct an evaluation screening to determine the top three firms (short list). All firms submitting will be notified of the short list in writing.

EVALUATION CRITERIA

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a less weighted total. The final maximum score for any submittal is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specification.

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Understanding of Scope	10%
Experience and Qualifications	20%
Methodology and Approach	10%
Project Schedule	20%
Cost Proposal	40%

6. Submission Instructions

- Proposals must be submitted by December 10, 2025 by 5:00pm to: ghaynes@pittsburgca.gov and mruizvega@pittsburgca.gov
- Submit one digital PDF copy
- Late or incomplete proposals will not be considered.

7. Terms and Conditions

- The City of Pittsburg reserves the right to reject any or all proposals.
 - The selected firm must comply with all applicable federal, state, and local regulations.
 - All work must be completed within **2 Months** of the notice to proceed.
 - Insurance and indemnification requirements will apply and will be provided upon request.
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8. Questions and Clarifications

Questions regarding this RFP should be submitted in writing to Maria Ruiz, Assistant Engineer at mruizvega@pittsburgca.gov

To allow time for the issuance of the addenda, if necessary, questions shall only be accepted until seven (7) calendar days prior to the RFP deadline. Answers may be provided at the sole discretion of the city and will be distributed electronically to all proposers.

Firms must email mruizvega@pittsburgca.gov and request to be added to the RFP recipient list to receive any issued addenda to this RFP. Requests to be added to the recipient list must include company name, address, phone number, and contact person. Solicitation documents are available from the City's website at <https://www.pittsburgca.gov/business/current-bidding-opportunities>

9. City Rights

The City reserves the right to: reject any and all proposals, request clarification or additional information from any firm submitting a proposal, award the contract to the firm that the City deems to be most qualified and provides the best value to the City, and negotiate with the selected firm regarding the scope of services and fees.

10. Other Requirements

This RFP does not constitute a contract or an agreement to enter into a contract. The City is not liable for any costs incurred by firms in the preparation and submission of proposals. All proposals submitted in response to this RFP will become the property of the City upon submission and a matter of public record pursuant to applicable law.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by the law. The selected Consultant is required to execute the City's CSA. A sample copy of the CSA is attached for reference (See Exhibit A). Special requirements of the agreement include insurance coverage amounts and indemnification. The Consultant shall state any exceptions to or deviations from the requirements of this RFP.

Litigation: Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.