

EXHIBIT 1



REQUEST FOR PROPOSAL

**TRAFFIC SIGN INVENTORY PROJECT
CITY PROJECT NO. 14-44**

DUE DATE: Thursday, March 12, 2015 at 3:00 P.M.

Issued By:

City of Stockton
Public Works Department
Operations & Maintenance Division
1465 S. Lincoln Street
Stockton, CA 95206

Contact Information:

Jodi Almassy, Transportation Manager
(209) 937-8302 • jodi.almassy@stocktongov.com

TABLE OF CONTENTS

Request for Proposal

Traffic Sign Inventory Project City Project No. 14-44

1.0	INTRODUCTION.....	Page 1
2.0	KEY MILESTONE DATES.....	Page 1
3.0	BACKGROUND.....	Page 1
4.0	PROJECT OVERVIEW.....	Page 1
5.0	SCOPE OF WORK.....	Page 2
6.0	PROPOSAL CONTENT.....	Page 5
7.0	CONDITIONS TO BE ACCEPTED IF ANY WORK IS SUBCONTRACTED.....	Page 6
8.0	LICENSING REQUIREMENT.....	Page 6
9.0	INSURANCE REQUIREMENTS.....	Page 6
10.0	PROJECT ACCEPTANCE & QUALITY ASSURANCE.....	Page 7
11.0	PROPOSAL SUBMISSION REQUIREMENTS.....	Page 7
12.0	SELECTION PROCESS.....	Page 7
	EXHIBIT A – Professional Services Agreement.....	Page 9
	EXHIBIT B – Insurance Requirements.....	Page 14

1.0 INTRODUCTION

The City of Stockton (City) is soliciting Request for Proposals (RFP) for its Public Works Department – Operations & Maintenance Division to procure a traffic sign inventory. This project includes data collection for traffic signs and their support structures within the project scope, conducting a daytime assessment, and post-processing of this data to create inventory records. The City intends to enter into a contract with a qualified and responsible firm for services to provide this inventory. Any firm desiring to be considered to provide such services shall submit proposals in accordance with the instructions and format of this RFP document.

2.0 KEY MILESTONE DATES

Description	Date
Release RFP	Thursday, February 19, 2015
Last Day for Proposers to Submit Questions	Thursday, March 5, 2015
Last Day for City to Answer Questions	Monday, March 9, 2015
Proposals Due	Thursday, March 12, 2015 at 3:00 PM
Evaluation Phase	March 2015
Award Contract	May 2015

3.0 BACKGROUND

The City of Stockton has approximately +800 centerline miles of roads, with an estimated quantity of +15,000 regulatory and warning signs. The City has currently begun using Cityworks as its GIS-centric asset management system. The purpose of this project is to provide an accurate inventory of traffic signage for integration with Cityworks.

4.0 PROJECT OVERVIEW

This project will inventory regulatory and warning traffic signs and support structures found within the roadways maintained by the City. The assessment will document signs as defined by the California Manual on Uniform Traffic Control Devices (California MUTCD) 2014 edition, including revisions to-date. Project routes that are found to be under major reconstruction or widening (directly affecting the route signing and/or support structure) during the effort will be noted and omitted. Temporary Traffic Control signs (ie: work zone signs) will be excluded from the inventory.

The Traffic Sign Inventory Project shall consist of, but is not limited to the following:

- a. Collecting street level view images of the roadways, recording and making available to the City information concerning traffic signs and related supports structures located on roadways within the jurisdiction of the City.
- b. Assessing of sign and support structure conditions using daytime images.
- c. Providing geodatabase that contains the City’s regulatory and warning sign inventory in California State Plane Zone 3, NAD 83, Survey feet.

- d. Assurance of quality control review through the duration of the data collection and final processing.

Once completed, the City will be delivered a sign inventory and assessment Geodatabase with electronic GIS information for the City's regulatory and warning signs.

5.0 SCOPE OF WORK

The awarded Proposer shall perform the following services described in this section:

Task 1 – Project Set-up & Management

- a. Project Set-up
 1. Organize resources and staff.
 2. Mobilize staff, field equipment and software.
- b. Project Management
 1. Project administration, including correspondence, invoicing and miscellaneous communication.
 2. Project coordination, including coordination between Vendor and City staff and meetings as deemed necessary by the City.

Task 2 – Sign Data Collection and Post-processing

- a. Data Collection of Traffic Signs and their Sign Structures/Posts
 1. Capture signs in both directions using a vehicle specially equipped to log GPS locations and high-quality photos using cameras.
 2. The photo log data will need to include each travel direction for the roadways inventoried. The photo log, or road image, will need to include GPS tracklog points with Latitude and Longitude (+/- 3 feet) and date, and enough images to cover the sign clearly.
- b. Processing of Road Image Data
 1. Create a GIS traffic sign geodatabase using the photo log, or road images.
 2. Inventory needs to include, but is not limited to the following:
 - Independent sign structure/post record.
 - Accounting of sign(s) associated with the sign structures/posts.
 - Sign type using California MUTCD designations or custom designations for specialized signs.
 - Indicator of sign position relative to other signs on the sign structure/post.
 - Facing direction of sign.
 - Sign size.
 - Condition assessment based on appearance in the image.
 - Sign structure/post type
 - Position – overhead, center, left, or right or road centerline.
 - Photos extracted from the log to show each sign in the inventory.

Task 3 – Assignment of Sign Attributes

- a. Daytime Assessment Determination
 1. Inventory each sign structure/post, capturing the sign attributes associated with each. In addition, sign attributes should be assessed and linked to each sign structure/post. The sign structure/post and signage attributes shall be capable of being reviewed from the road images processed. The reviewer will provide a daytime assessment documenting the condition of the signs affixed to the particular sign structure/post including, but not limited to, the following format:

Sign Structures/Posts

Attribute Name	Field Definition/Information
Address	Street name
Cross-street	Cross street where applicable, mid-block
Public Works Maintenance District	Location determined per work district map
GPS Coordinates	Latitude and longitude in both tabular and map format; tolerance from actual sign location not to exceed ± 3 feet.
GPS Date	Date GPS coordinates were captured.
Sign Structure/Post ID Number	Vendor will work with City to establish an appropriate numbering scheme.
Sign Structure/Post Type	le: Streetlight with Pole ID# (where applicable), mast arm, unistrut, wood, or 2-in round
Sign Structure/Post Location	Overhead, median, shoulder (incl. planter areas), or sidewalk, or special comments

See following page.

Signs

Attribute Name	Field Definition/Information
Sign ID	Vendor will work with City to establish an appropriate numbering scheme.
Sign Code	MUTCD(CA) code designations or custom designation for specialized signs.
Sign Description	MUTCD(CA) description of sign or custom description for specialized signs
Sign Photos	JPEG images of each sign, taken from video/photo log, and linked to the data set and geo referenced for location. Image must be of sufficient quality to read sign text.
Sign Panel Size	To be estimated from screen and associated with City's standard sign dimensions.
Sign Daytime Condition Rating	Each sign will be rated for physical condition corresponding to the sign condition rating system described further below. Ratings limited to Critical, Fair, and Good.
Travel Direction	Direction sign is facing (N, S, E, W, NE, NW, SE, or SW)
Name of Inspector	Name
Date of Inspection	mm/dd/yyyy
Comments	Additional info.

2. Condition Rating Determination

The reviewer will provide a daytime condition rating of the signs based on the following benchmarks:

- **Critical** – *No longer functional. Extreme physical damage or deterioration; significant improper use of sign. In need of prompt repair or replacement.*
- **Fair** – *Visible physical defects or color fade but otherwise serviceable within acceptable parameters. Expected remaining service life of 1 – 5 years.*
- **Good** – *No apparent physical defects and deemed in satisfactory condition. Expected remaining service life greater than 5 years.*

b. Quality Control

1. Vendor must provide quality control upon completion of post-processing of data. Data quality relative to accuracy and precision of the GIS database must be identified in a data quality report. Random checks of attribute data must be reviewed for accuracy, precision, and usability. Vendor must be able to clearly communicate how this will be executed for this project. See Section 10.0 regarding project acceptance as related to quality control.

Task 4 – Configure Data for Importing to the City’s Asset Management System (Cityworks)

a. Vendor Expectations

The Vendor is expected to provide a final sign inventory database for the City in a format compatible for importing into the City’s GIS.

Upon completion of all work under this contract, ownership and title to all files, including, but not limited to, reports, documents, databases, and photo logs produced as part of this contract will automatically be vested in the City of Stockton. No further agreement will be necessary to transfer ownership to the City of Stockton.

b. City Expectations

To implement integration, the City is able to offer the following for the project:

1. Digital aerial photos (2006).
2. Listing of specialized City signage (minor modifications to California MUTCD).
3. Designated project contact.

6.0 PROPOSAL CONTENT

The City requests that the proposal clearly address all of the requirements outlined in the RFP. Vendor shall submit three (3) bound sets of its proposal containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out exhibits. Proposals shall be no more than 20 pages, including resumes and the cover letter. Double sided pages will count as two pages.

The proposal shall include the following information as a minimum:

1. Company Profile

The purpose of this section is for the Proposer to show the strength of their company. This is to ensure that the proposed project will be ensured a successful implementation. Please provide a narrative of 1-page maximum addressing the following:

- a. Total years in business.
- b. Financial strength
- c. Projected team resumes showing expertise in supporting this project. Resumes can appended to the narrative.

2. Experience & Knowledge

This section should describe the Proposer’s experience in performing similar projects. Include the following points:

- a. Examples of past or current projects similar to these projects.
- b. Organization of work assignments, including sub-tasks and work performed by sub-Vendors.
- c. Overall staffing plan, titles and project roles

3. References

Three qualified references are required. References will be used to determine the Proposer's ability to perform the services required in this RFP. References will be contacted.

4. Proposed Project Approach & Schedule

Provide the proposed project approach and schedule for completion of the work described in the Tasks above. Also identify the quality control measures that would be implemented with this project.

5. Proposed Project Team

Identify the project team organization, including the project manager, supporting staff, and sub-consultants.

6. Cost

Include a cost structure proposal based on Tasks identified above. Any optional task should be clearly indicated from baseline cost, as well as any exclusions.

7.0 CONDITIONS TO BE ACCEPTED IF ANY WORK IS SUBCONTRACTED

The Proposer assumes full responsibility, including insurance and bonding requirements, for the quality and quantity of all work performed.

If proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuring that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

8.0 LICENSING REQUIREMENT

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent. A City of Stockton Business License may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.

9.0 INSURANCE REQUIREMENTS

Proposer shall obtain and maintain at least all of the insurance requirements listed in attached Exhibit B for the full term of the contract, and any extensions. Cost of obtaining and maintaining insurance is the sole responsibility of the Proposer.

The Proposer shall satisfy these insurance requirements concurrently with the signing of a contract prior to commencement of work. Please contact City of Stockton Risk Services at (209) 937-5037 with any questions.

Maintenance of proper insurance coverage is a material element of entering into a contract with the City of Stockton, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

10.0 PROJECT ACCEPTANCE & QUALITY ASSURANCE

The selected Vendor must provide quality control upon completion of post-processing of data; the City will provide quality assurance. The City will not accept the project until the City has completed quality assurance of the data and has determined there are minimal errors. Payment up to 50% of the project cost, not including change orders, will be provided upon final delivery of the project. After project acceptance, the balance due will be paid in full.

The City's quality assurance includes two calendar weeks of database validation. Two hundred locations will be randomly selected for re-collection of all data measurements by the City's field crew. The acceptable accuracy for this project is less than three percent (<3%) error of the total attributes collected. The Vendor will need to accept full responsibility for providing additional quality control on the project as necessary to provide a product containing less than 3% in errors of the total attributes collected. The City will determine through its quality assurance process noted above whether the project is then acceptable.

11.0 PROPOSAL SUBMISSION REQUIREMENTS

All questions regarding this Request for Proposals (RFP) shall be directed to Jodi Almassy via email at: jodi.almassy@stocktongov.com with the Subject Line to read: "Traffic Sign Inventory".

All questions must be received no later than 12:00 p.m. on Thursday, March 5, 2015. The City intends to award a contract for services; however the City reserves the right not to award any contract.

The proposal shall be submitted **before 3:00 p.m. on Thursday, March 12, 2015** to:

City of Stockton
Public Works Department
Operations & Maintenance Division – Administration Building
1465 S. Lincoln Street
Stockton, CA 95206

Late submittals or submittal of additional information after the due date **will not** be accepted. Thank you in advance for your interest in the project.

12.0 SELECTION PROCESS

This Request for Proposal is not an offer by the City to contract, but is an invitation to interested parties to submit a proposal which the City may accept or reject at its sole discretion. The City may invite the Proposers for an interview upon evaluation of all proposals received.

A selection committee will evaluate the submitted proposals and will include representatives of the City. This is a qualifications based process, so ranking will be based on the Proposer's experience, project approach, schedule, and cost.

Proposals will be evaluated based on the following factors:

- Project Team, Technical Experience/References (25%)
- Project Approach (35%)
- Project Schedule (20%)
- Cost (20%)

Please allow for at least two weeks for City review and ranking of proposals. The City may negotiate with the highest ranked Vendor. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the selected Vendor and negotiations will begin with the second-ranked Vendor.

No compensation is offered for any work related to these proposal requests or negotiations. Proposals are entirely voluntary. All original documents, including electronic files, become the property of the City of Stockton.

The selected Vendor will be required to enter into a contract with the City of Stockton. The Proposer is advised that the contract will not be in effect until it is approved and fully executed by the City Manager. It is expected that the successful Vendor will accept the terms and conditions of the services contract (Exhibit A) and insurance and indemnification requirements (Exhibit B) "as is" without modification. The Vendor will be required to satisfy all insurance certification requirements before the City Manager executes the Contract.

**EXHIBIT A – Professional Services Agreement
(Traffic Sign Inventory Project)**

THIS AGREEMENT is entered into this ____ day of _____ 201_, between the CITY OF STOCKTON, a municipal corporation (“City”), and _____, a [insert type of business entity here, e.g. corporation, sole proprietorship etc.] whose address is _____, and telephone number is _____, (“Consultant”).

RECITALS

- A. Consultant is qualified to and experienced in providing [*describe services to be provided*] for the purposes specified in this Agreement.
- B. City finds it necessary and advisable to use the services of the Consultant for the purposes provided in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, City and Consultant agree as follows:

1. **Consultant’s Services.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in Exhibit A. Consultant shall provide said services at that time, place and in the manner specified in Exhibit A.
2. **City Assistance, Facilities, Equipment and Clerical Support.** Except as set forth in Exhibit A, Consultant shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing services pursuant to this Agreement. City shall furnish to Consultant only the facilities and equipment listed in Exhibit A according to the terms and conditions set forth in Exhibit A.
3. **Term.** This Agreement shall commence on the date written above and shall expire on _____; provided, however the parties may agree to change either the commencement or expiration date.
4. **Compensation.** City shall pay Consultant for services rendered pursuant to this Agreement as described more particularly in Exhibit A. The payments shall be made on a monthly basis upon receipt and approval of Consultant’s invoice. Total compensation for services and reimbursement for costs shall not exceed \$_____.
 - a. Invoices submitted by Consultant to City must contain a brief description of work performed, time used and City reference number. Payment shall be made within thirty (30) days of receipt of Consultant’s invoice and approved by City.

b. Upon completion of work and acceptance by City, Consultant shall have sixty (60) days in which to submit final invoicing for payment. An extension may be granted by City upon receiving a written request thirty (30) days in advance of said time limitation. The City shall have no obligation or liability to pay any invoice for work performed which the Consultant fails or neglects to submit within sixty (60) days, or any extension thereof granted by the City, after the work is accepted by the City.

5. Sufficiency of Consultant's Work. All reports, drawings, designs, plan review comments and work product of Consultant shall be adequate and sufficient to meet the purposes for which they are prepared.

6. Ownership of Work. All reports, drawings, designs, plan review comments, work product, and all other documents completed or partially completed by Consultant in the performance of this Agreement shall become the property of the City. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Consultant agrees to execute any additional documents that may be necessary to evidence such assignment. All materials shall be delivered to the City upon completion or termination of the work under this Agreement. If any materials are lost, damaged or destroyed before final delivery to the City, the Consultant shall replace them at its own expense. Consultant shall keep materials confidential. Materials shall not be used for purposes other than performance of services under this Agreement and shall not be disclosed to anyone not connected with these services, unless the City provides prior written consent.

7. Changes. City may request changes in the scope of services to be provided by Consultant. Any changes and related fees shall be mutually agreed upon between the parties and subject to a written amendment to this Agreement.

8. Consultant's Status. In performing the obligations set forth in this Agreement, Consultant shall have the status of an independent contractor and Consultant shall not be considered to be an employee of the City for any purpose. All persons working for or under the direction of Consultant are its agents and employees and are not agents or employees of City.

9. Termination for Convenience of City. The City may terminate this Agreement at any time by mailing a notice in writing to Consultant. The Agreement shall then be deemed terminated, and no further work shall be performed by Consultant. If the Agreement is so terminated, the Consultant shall be paid for that percentage of the work actually completed at the time the notice of termination is received.

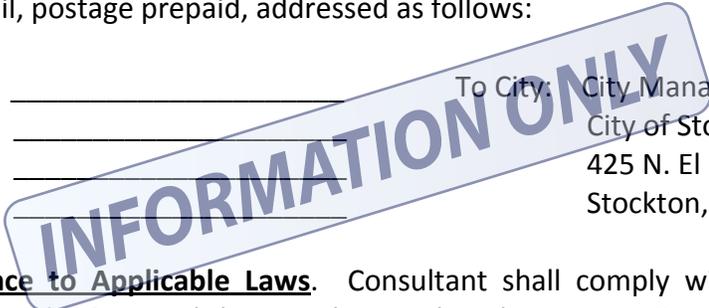
10. Non-Assignability. The Consultant shall not assign, sublet, or transfer this Agreement or any interest or obligation in the Agreement without the prior written consent of the City, and then only upon such terms and conditions as City may set forth in writing. Consultant shall be solely responsible for reimbursing subcontractors.

11. Indemnity and Hold Harmless. Consultant shall defend, indemnify, and hold harmless, the City and its officers, agents and employees from and against all claims, losses, damage, injury, and liability for damages arising from, or alleged to have arisen from, errors, omissions, negligent or wrongful acts of the Consultant in the performance of its services under this Agreement, regardless of whether the City has reviewed or approved the work or services which has given rise to the claim, loss, damage, injury or liability for damages. This indemnification shall extend for a reasonable period of time after completion of the project as well as during the period of actual performance of services under this Agreement. The City’s acceptance of the insurance certificates required under this Agreement does not relieve the Consultant from its obligation under this paragraph.

12. Insurance. During the term of this Agreement, Consultant shall maintain in full force and effect at its own cost and expense the insurance coverage as set forth in the attached Exhibit B and shall otherwise comply with the other provisions of Exhibit B.

13. Notices. All notices herein required shall be in writing and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To Consultant: _____ To City: City Manager
 _____ City of Stockton
 _____ 425 N. El Dorado Street
 Stockton, CA 95202



14. Conformance to Applicable Laws. Consultant shall comply with all applicable Federal, State, and Municipal laws, rules, and ordinances. Consultant shall not discriminate in the employment of persons or in the provision of services under this Agreement on the basis of any legally protected classification, including race, color, national origin, ancestry, sex or religion of such person.

15. Licenses, Certifications and Permits. Prior to the City’s execution of this Agreement and prior to the Consultant’s engaging in any operation or activity set forth in this Agreement, Consultant shall obtain a City of Stockton business license, which must be kept in effect during the term of this Agreement. Consultant covenants that it has obtained all certificates, licenses, permits and the like required to perform the services under this Agreement.

16. Records and Audits. Consultant shall maintain all records regarding this Agreement and the services performed for a period of three years from the date that final payment is made. At any time during normal business hours, the records shall be made available to the City to inspect and audit.

17. Confidentiality. Consultant shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City reports, information or conclusions.

18. Conflicts of Interest. Consultant covenants that other than this Agreement, Consultant has no financial interest with any official, employee or other representative of the City. Consultant and its principals do not have any financial interest in real property, sources of income or investment that would be affected in any manner of degree by the performance of Consultant's services under this Agreement. If such an interest arises, Consultant will immediately notify the City.

19. Waiver. In the event either City or Consultant at any time waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or of any other covenant, condition or obligation.

20. Governing Law. California law shall govern any legal action pursuant to this Agreement with venue for all claims in the Superior Court of the County of San Joaquin, Stockton Branch or, where applicable, in the federal District Court of California, Northern District, Sacramento Division.

21. No Personal Liability. No official or employee of City shall be personally liable to Consultant in the event of any default or breach by the City or for any amount due Consultant.

22. Exhibits. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

Continued on following page.

23. Scope of Agreement. This writing constitutes the entire Agreement between the parties. Any modification to the Agreement shall be in writing and signed by both parties.

THIS AGREEMENT executed the date and year first above written.

CITY OF STOCKTON

CONSULTANT

City Manager

By: _____
Signature

Print name

Title: _____

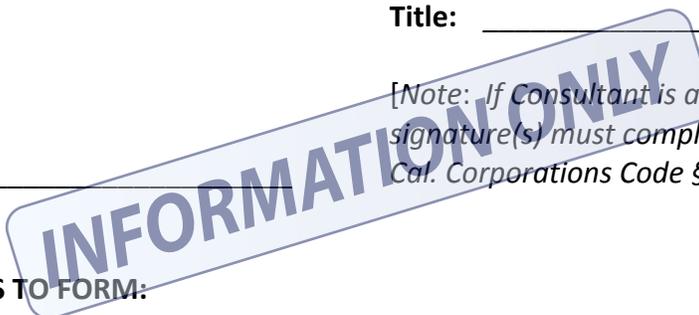
ATTEST:

[Note: If Consultant is a corporation signature(s) must comply with Cal. Corporations Code §313.]

City Clerk

APPROVED AS TO FORM:

City Attorney



**EXHIBIT B – Insurance Requirements
(Traffic Sign Inventory Project)**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, their agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability (AL):** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the contractor maintains higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Stockton.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status**

The *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers* are to be covered as additional insureds on the CGL and AL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

- **Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers*. Any insurance or self-insurance maintained by the *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers* shall be excess of the Contractor's insurance and shall not contribute with it. The City of Stockton does not accept primary endorsements limiting the Contractor's insurance coverage to sole negligence.

- **Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City of Stockton.

- **Waiver of Subrogation**

Contractor hereby grants to the City of Stockton a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Stockton by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Stockton has received a waiver of subrogation endorsement from the insurer.

- **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City of Stockton Risk Services. The City of Stockton may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

- **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII if admitted to do business in the State of California; If not admitted to do business in the State of California, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:X.

- **Claims Made Policies**

If any of the required policies provide claims-made coverage:

- The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
- If Claims Made policy form is used, a three (3) year discovery and reporting tail period of coverage is required after completion of work.

- **Verification of Coverage**

Contractor shall furnish the City of Stockton with original certificates and amendatory endorsements required by this clause. All certificates and endorsements are to be received and approved by the City of Stockton Risk Services before work commences. Failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time, for any reason or no reason.

- **Special Risks or Circumstances**

The City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

- **Certificate holder address**

Proper address for mailing certificates, endorsements and notices shall be:

- City of Stockton
- Attention: Risk Services
- 425 N. El Dorado Street
- Stockton, CA 95202

City of Stockton Risk Services Phone: 209-937-5037

City of Stockton Risk Services Fax: 209-937-8558

- **Maintenance of Insurance**

If at any time during the life of the Contract or any extension, the Contractor fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this Contract.

- **Subcontractors**

If the Contractor should subcontract all or any portion of the work to be performed in this contract, the Contractor shall cover the sub-contractor, and/or require each sub-contractor to adhere to all subparagraphs of these Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of sub-contractor's insurance shall have the same impact as described above.

Request For Proposal
City of Stockton, California
Traffic Sign Inventory Project
City Project No. 14-44
March 2015

For Every...





March 10th, 2015

City of Stockton Public Works Department
Attn: Jody Almassy, Transportation Manager
1465 S. Lincoln Street
Stockton, California 95206

RE: Request for Proposal, Traffic Sign Inventory Project, City Project No. 14-44

Ms. Almassy:

Thank you for allowing Transmap to propose our solution. We are pleased to present the City of Stockton with our response to your Request for Proposal. We are highly experienced with MUTCD sign compliance.

Transmap has **no conflict of interest** with our clients because we do not sell sign sheeting to supplement our data collection (differentiating us from material suppliers). **Unlike other vendors, our clients completely own the data we provide.** Outlined below are a few key features that you will find beneficial in qualifying Transmap as the best provider for your asset management needs:

- **California Presence** - Excellent California sign project references (City of Rialto, City of Santa Barbara, City of Simi Valley, City of Irvine, City of Redwood City, City of Rancho Cordova, City of Hanford, Kings County)
- **Experience** - In business since 1994 - **11-year Cityworks Strategic Partnership** - Vast experience formatting sign data into Cityworks - Roadway asset management is all we do - California MUTCD compliance (nighttime assessments)
- **Team** - Core team has over 19 years of experience - PhDs, PEs, and GISPs on staff - GIS-centric asset management solution
- **Open Source** - With an increasingly changing software environment, Transmap's open source policy allows for data to be seamlessly implemented into *any software system* - **Transmap is your total solution provider from data collection to maintenance planning**
- **Technology Focused** - Latest mobile-mapping technologies - LiDAR - *Ultra* HD cameras (Ladybug5 30mp) - Lasers

Please do not hesitate to call with any questions or for further assistance. I can be contacted by email at hluxhoj@transmap.com or on my mobile at 614-886-4100. For a digital copy of our response and to see a video, please log on to tmap.pro/SC.

Best regards,

A handwritten signature in blue ink, appearing to read "Howard Luxhoj".

Howard Luxhoj, PE
President and CEO
Transmap Corporation

Transmap • 3366 Riverside Drive, Suite 103
Upper Arlington, Ohio 43221 • Phone: 614-481-6799
Fax: 614-481-4017 • transmap.com • facebook.com/transmap

Transmap Florida-Regional • 3001 N. Rocky Point Dr. E.
Suite 200 • Tampa, FL 33607 • Phone 813-286-6180
Fax: 813-289-7748 • twitter.com/transmap

tmap.pro/SC

Table of Contents

- 1. Company Profile: Page 2**
- 2. Experience & Knowledge: Page 4**
- 3. References: Page 5**
- 4. Proposed Project Approach and Schedule: Page 6**
- 5. Proposed Project Team: Page 12**
- 6. Cost: Page 18**

1. Company Profile

Company Description

Transmap is a national provider of professional, technical, and management support services to the transportation industry. The focus of Transmap's services is directed towards city-owned and county-owned transportation systems in order to provide the highest quality infrastructure management solutions. Transmap specializes in the mobile data collection, processing, analysis and inventory of roadway assets (e.g., traffic signs and pavement condition).

Transmap was founded in 1994 by Dr. Kurt Novak as a spin-off from The Ohio State University's Center for Mapping. Transmap graduated from the business incubator at the university, Tech Columbus, in 2002. This experience has led to Transmap's recognition as a leading innovator in the mobile mapping, public works and infrastructure management arenas for over 20 years.

Like any truly successful firm, Transmap's people are the leading reason behind its success. From ownership down to staff personnel, Transmap's team consists of Professional Engineers (PEs), professionals holding advanced degrees in physical sciences (PhDs), Geographic Information Systems Professionals (GISPs), and experienced technical professionals to deliver the highest quality solutions. Customer experience is paramount at Transmap. With a highly effective and experienced project management team, Transmap provides an incomparable customer-centric approach to implementing desired outcomes.

The technologies and equipment utilized for Transmap's operations are state of the art and regularly updated to exceed industry standards. With its fleet of mobile mapping vehicles, high definition imagery in conjunction with vehicle-based LiDAR, web-based implementation, and an emphasis on green operations, Transmap is a progressive specialist for any modern, urban or rural environment. Due to a long-standing Public Works Solutions Partnership with Esri, Transmap is extremely well-versed in Geographic Information Systems (GIS), and how to best utilize GIS tools in the infrastructure management needs of its customers. With an increasingly changing software environment, Transmap's open source policy allows for data to be seamlessly implemented into dozens of software systems.

Transmap constantly emphasizes client satisfaction by providing the highest value at the lowest cost for all of its customers. With a highly capable and exceptionally trained staff, implementing the best solutions for infrastructure management is what separates Transmap as the best provider in the industry.

Transmap Office Locations

Corporate Office Location

3366 Riverside Drive, Suite 103
Upper Arlington, Ohio 43221

Florida-Regional Office Location

3001 N. Rocky Point Dr. E., Suite 200
Tampa, FL 33607

a. Total Years in Business

Transmap has been in business for 21 years.

b. Financial Strength

Transmap is a privately owned corporation that has been in business since 1994, is financially sound, and has never declared bankruptcy.

c. Projected Team Resumes

Please refer to section "5. Proposed Project Team" for our staff resumes.

Executive Summary

Asset Management is Our Focus

For a digital copy of our response and to see a video, please log on to tmap.pro/sc.



Recent Sign Projects

- City of Rialto, CA *
- City of Santa Barbara, CA *
- City of Simi Valley, CA
- City of Hanford, CA
- Kings County, CA
- City of Irvine, CA
- City of Redwood City, CA
- City of Fresno, CA
- City of Delray Beach, FL *
- Manatee County, FL
- City of Killeen, TX *
- City of Schertz, TX
- Greenville MPO, NC *
- City of Wilmington, NC
- City of Louisville, KY
- Jefferson County, KY
- City of Huber Heights, OH
- City of Kettering, OH
- Jefferson County, NY
- Erie County, NY
- City of Bozeman, MT *
- City of Rockford, IL *
- City of Ann Arbor, MI *
- Kane County, IL
- City of Shreveport, LA
- City of St. Charles, MO

*Included nighttime sign inspection



NEW ON-SIGHT™
Vehicle



Ladybug5



LIDAR



Optional MUTCD Nighttime Assessments



TECHNOLOGY

- ArcGIS Online sign management tracker (One Map Approach)
- Actual photogrammetric measurements
- Latest hardware and software (LiDAR)
- Multiple Ultra HD cameras at tightest spacing in the industry (30MP Ladybug5)
- Best GPS solution on the market (1-2 feet)
- Robust reporting (catered to client)

QUALIFICATIONS

- Cityworks Strategic Partner for over 11 years
- PEs, PhDs, GISPs on staff
- Customer-centric approach
- Asset management is all we do
- Open source policy
- Esri public works solutions partner

EXPERIENCE

- Excellent California client references
- Extensive California project experience
- 21 years of sign inventory and data collection
- CA MUTCD compliant collection
- MUTCD nighttime sign assessment



Transmap is the **ONLY** vehicle-based asset management company hired by Esri to collect roadway infrastructure

No Safety Concerns

Aggressive Schedule



2. Experience & Knowledge

a. Similar Completed Projects

City of Redwood City, CA	City of Rialto, CA *	City of Delray Beach, FL *	Jefferson County, NY
City of Fresno, CA	City of Schertz, TX	Manatee County, FL	Lewis County, NY
City of Hanford, CA	City of Conroe, TX	City of Bozeman, MT *	City of Buffalo, NY
Kings County, CA	City of Killeen, TX *	City of Rockford, IL *	Erie County, NY
City of Santa Barbara, CA *	Jefferson County, KY	Franklin County, OH	City of Greenville, NC *
City of Irvine, CA	City of Louisville, KY	City of Kettering, OH	City of Ann Arbor, MI *
City of Simi Valley, CA	City of Wilmington, NC	City of Huber Heights, OH	City of Shreveport, LA

* Nighttime Assessment Included

Please refer to section "3. References" on the following page for more detailed project examples.

b. Organization of Work Assignments, Including Sub-Tasks and Work Performed by Sub-Vendors

Organization of Work Assignments

Please refer to our proposed project schedule at the end of Section "4. Proposed Project Approach & Schedule." Our staff work assignments are included in our "Overall Staffing Plan" directly below. *We own our own equipment, so a sub-vendor is not needed.*

c. Overall Staffing Plan

Howard Luxhoj, PE, President and CEO/Project Principal - Howard provides extensive engineering and transportation experience. He has expert knowledge of GIS products, database tools, asset management databases and commercial asset management systems. He has developed and implemented project-specific, integrated quality control measures for condition assessments of infrastructure and has been responsible for asset data creation on numerous Transmap projects nationwide. Howard holds a Professional Engineer license and obtained a B.S. in Engineering from Ohio State University.

Craig Schorling, GISP, Vice President/Account Manager - Craig has 13 years of experience in a management capacity and a combined 19 years of experience using and developing GIS tools. He has presented about sign and pavement management at several different conferences in the past 19 years. He obtained a B.A. in Geography and a Minor in Business from State University of New York at Albany.

Anthony Manch, PE, Senior Reporting Analyst - Anthony is a Professional Engineer and has over 42 years of experience working for the Ohio Department of Transportation (ODOT) on asset management practices. He has extensive experience in field data collection, data processing, data analysis and report writing. Anthony obtained a B.S. in Civil Engineering from Ohio State University.

Chris Crocker, Project Manager - With over nine years of experience, Chris is responsible for all QA/QC of GIS, the team of technicians, and project schedules. He has experience with running the mobile mapping vehicle, asset collection software, CMMS implementation, and training. Chris obtained a B.S. in Geographic Information Science from Ohio University.

Stephen Hale, Project Manager - Stephen is responsible for reviewing customer supplied centerline files for asset analysis. He creates the asset networks using Esri GIS tools. Stephen has assisted in running our pavement/asset management boot camps with customers. Stephen obtained a B.S. in Geographic Information Science from Ohio State University.

Please refer to section "5. Proposed Project Team" for our organizational staff chart.

3. References

<p>1. City of Santa Barbara, California</p> <p>Nick Cabugos Street Maintenance Supervisor 310 East Ortega Street Santa Barbara, CA 93101 (805) 897-2541 ncabugos@santabarbaraca.gov</p>	<p>2013: Transmap successfully inventoried 238 miles of signs. All collected sign data was formatted and loaded into the City of Santa Barbara's CarteGraph SIGNview system.</p> <p>Transmap used MUTCD-approved nighttime assessment methods in the City of Santa Barbara to determine if all regulatory and warning signs met minimum retroreflectivity requirements.</p> <p>Transmap created a Deficient Sign Plan, in which we reported on deficient signs and included suggestions on how to upgrade them. An ArcGIS Online site was set up for the City of Santa Barbara, so that the City was able to manage their sign data on the web.</p>
<p>2. City of Simi Valley, California</p> <p>Rocky Nungester Assistant Engineer 2929 Tapo Canyon Road Simi Valley, CA 93063 (805) 583-6882 rnungest@simivalley.org</p>	<p>2013: Transmap successfully inventoried 324 miles of signs and extracted all sign attributes (X,Y Image, # signs on post, California MUTCD, street name, orientation, post type, condition, date, and inspector name) required by Simi Valley.</p> <p>All collected signs were linked by road name, segment ID, etc. to the City's centerline file. All data is in Esri format.</p> <p>Transmap hosted a sign management system training class in the City and set up an ArcGIS Online site with all images and distress data loaded, so Simi Valley could view their data in a cloud environment.</p>
<p>3. City of Rialto, California</p> <p>Rick Buysse Public Works Superintendent 335 W. Rialto Avenue Rialto, CA 92376 (909) 421-4910 rbuysse@rialto.ca.gov</p>	<p>2014: Transmap successfully assisted the City of Rialto in their need for a complete sign inventory. Transmap used our mobile mapping vehicle, which utilizes our <i>Ultra</i> HD imaging system and ground-based LiDAR, to collect the assets on the City of Rialto's 275 miles of roadway.</p> <p>Transmap used real photogrammetric measurements combined with additional walk-out inspections to collect sign data along the roadway, which included a complete nighttime sign assessment following MUTCD guidelines. The data was formatted and loaded into the City of Rialto's GIS system.</p>

4. Proposed Project Approach and Schedule

Task 1 - Project Set-Up & Management

Mobilization and Staff

Once the Notice to Proceed is given to Transmap, the mobile mapping vehicle will begin its mobilization to the City of Stockton. Our mobile mapping personnel work as a two-man team in the field on ten-day shifts. Our team works closely with the customer to make sure your needs are met.

Our approach to the project utilizes our mobile mapping technology and our 21 years of experience with California MUTCD, Esri (GIS) and Cityworks to provide the City with the best sign management solution. Transmap is also strategic partners with Cityworks and has partnered with Cityworks on many projects. We are the preferred asset and pavement data collection company for Cityworks.



Project Management

Transmap will hold a kick-off meeting at the City of Stockton with the City's Project Manager and other staff members before the project begins. This meeting will help summarize the understanding of the project as negotiated in the contract. Additional meetings will be scheduled as needed when reaching major milestones of the project.

Transmap will provide the City of Stockton's Project Manager with monthly and milestone reports, as well as informal communications on a day-to-day or every-other-day basis.

Task 2 - Sign Data Collection and Post-Processing

a. Data Collection of Traffic Signs and their Sign Structures/Posts

Transmap will perform a comprehensive inventory and condition assessment of each regulatory and warning sign and structure included within the project limits. Transmap has read and understands the required attributes for each sign listed in the City of Stockton's Request for Proposal. The following information describes our mobile-mapping technology and extraction tools in detail.

ON-SIGHT™ Mobile Mapping Inspection Equipment

Transmap will drive its ON-SIGHT™ HD mapping vehicles along roads specified during the network definition phase of the project. **Right-of-Way (ROW) images on both sides of each roadway will be captured for a 360-degree view of the road.** This setup allows us to capture 100 percent of the roadway. Transmap can change our image spacing and camera configuration to fit our customer's specific needs. *The data will be collected in a safe manner that does not put City staff or motorists in harm's way (no traffic control necessary).*



The following is a list of the mobile pavement/asset inspection equipment:

Freightliner Sprinter 2500 Full Size Van (Clean diesel)

Trimble POSLV 420 DGPS fully integrated system (best solution on the market)

- GPS-Ag 332 (L1,L2, Omnistar real-time correction)
- Litton LN 200 at 400hz (highest accuracy)
- X, Y position 1.5 feet

HD Cameras (Asset Cameras) - 9 cameras total

- 1628 x 1236 color images
- Ladybug5 (6 sensors with 30 mega pixels)

4K Laser Crack Measurement System (LCMS) includes rutting & ride (2015 System)

Distance Measurement Instrument (DMI)

SICK LMS-211 ground-based LiDAR

Two servers to run up to six devices at one time

- Real-time RAID

Trimble 5700 Geodetic Base Stations for post processing data

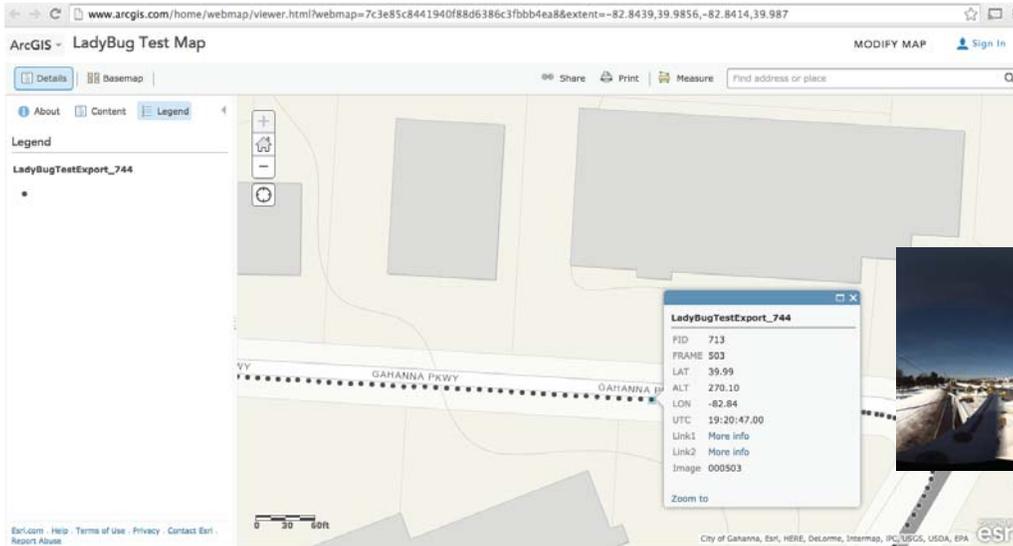
As a standard, Transmap collects images at 13.1-foot intervals in order to capture a clear view of every sign on every road.

Transmap's **ON-SIGHT™ state-of-the-art mobile mapping system**, which consists of *nine cameras (including Ladybug5)*, combines the latest imaging and mapping sensors in a vehicle.



LADYBUG5
360° SPHERICAL CAMERA IMAGING SYSTEM

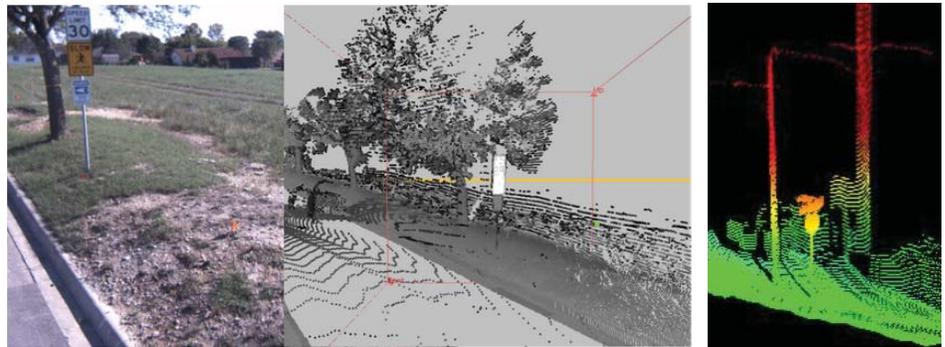
The **Ladybug5** includes 30 megapixels with six high sensitivity five megapixel sensors. Transmap's *Ultra HD* camera configuration also includes a forward facing camera, a camera at a 45-degree angle to the right-of-way to capture ROW features, and a rear-mounted camera. This brings the total number of cameras to nine. Because Transmap drives both sides of every road, the total sensor allocation per roadway can be up to 18 sensors. Our system, from the raw data collection to the extraction software, is increasingly flexible and caters to our client's needs. The following image is from our Ladybug5 camera system. The image below to the right is a panoramic view of road from the Ladybug5.



ArcGIS Online Lady Bug Viewer

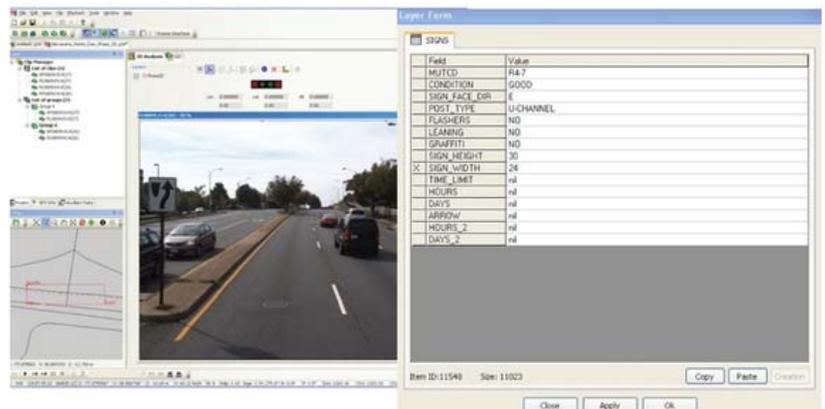
Ground-Based LiDAR

Along with our *Ultra HD* imaging system, Transmap employs the use of a ground-based laser that scans the roadway and detects reflectivity of objects (such as signs). The laser gives intensity values of objects that can help determine retroreflectivity. Transmap will use both the images (with GPS) and the automated LiDAR system to determine sign location and characteristics.



Citywide Regulatory and Warning Sign Inventory

Through our technology and our expert employees, Transmap can meet and exceed the data requirements for the condition assessment of the City's regulatory and warning signs. Transmap understands that all signs must be in compliance with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). The in-house sign extraction software allows our technicians to analyze the sign and post. Our backend database has drop box fields to eliminate "fat finger" mistakes. Transmap is able to meet the required sign



attributes that the City requested. The photo log data will include each travel direction for the roadways inventoried. The road images will include GPS tracklog points with latitude and longitude, the date, and enough images to cover the sign clearly.

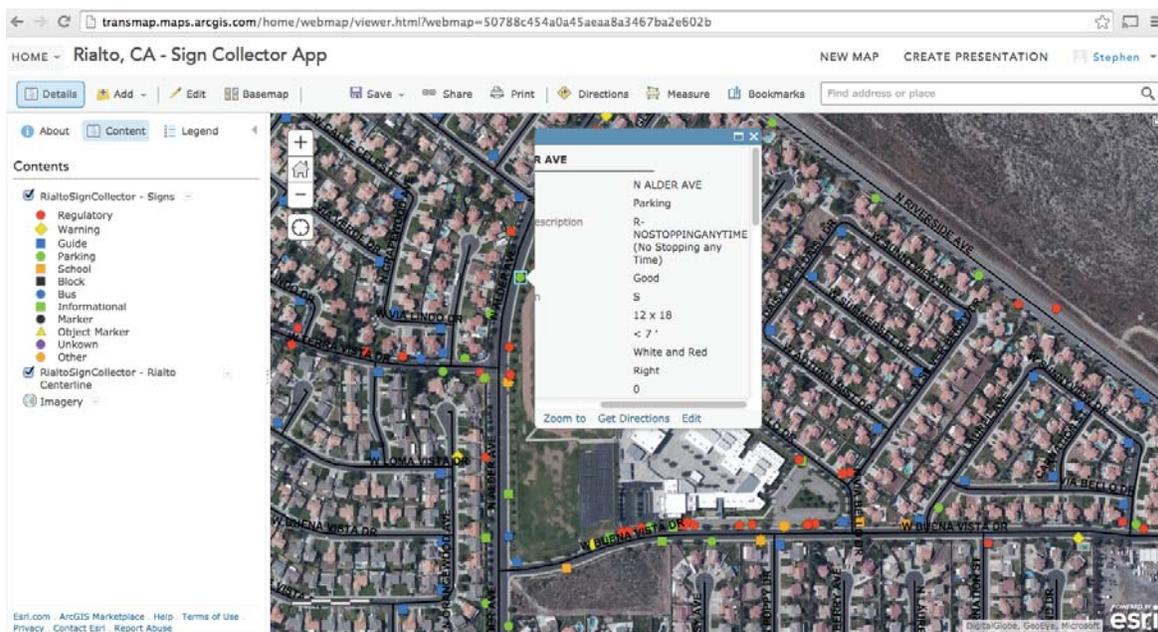
b. Processing of Road Image Data

GIS Traffic Sign Geodatabase: ArcGIS Online

Everything Transmap produces is in an Esri format. As a standard, Transmap provides a delivered geodatabase. As part of this system, we suggest the use of Esri's ArcGIS Online tool. We are confident in the strength and consistency of the **One Map Approach**. The collected signs will be set up so they can be viewed through mobile devices, desktops, servers, and the web. Transmap will format and set up all measured signs in ArcGIS Online, and the City of Stockton can have the ability to edit certain fields to update the sign data. Our data will seamlessly integrate with the City's GIS system. Transmap uses ArcGIS Online as a web viewer for the image data. Transmap will also migrate image links to the City's local GIS servers.



"This is fantastic...Transmap is doing some amazing stuff." - David Totman, Esri's Public Works Industry Manager. Transmap attends the Esri and NACE (GIS Pavillion) Conferences annually with David Totman.



ArcGIS Online Sign Collector App

Task 3 - Assignment of Sign Attributes

a. Daytime Condition Assessment Determination

Transmap is a Cityworks Strategic Partner and understands the structure needed to be implemented into their system. Transmap will inventory each sign structure/post, capturing the sign attributes associated with each. The sign attributes should be assessed and linked to each sign structure/post.

The attributes for the sign structures/posts will include the following:

- Address
- Cross-street
- Public Works Maintenance District
- GPS Coordinates
- GPS Date

- Sign Structure/Post ID Number
- Sign Structure/Post Type
- Sign Structure/Post Location

The attributes for the signs will include the following:

- Sign ID
- Sign Code
- Sign Description
- Sign Photos
- Sign Panel Size
- Sign Daytime Condition Rating
- Travel Direction
- Name of Inspector
- Date of Inspection
- Comments/Additional Information

Condition Rating Determination

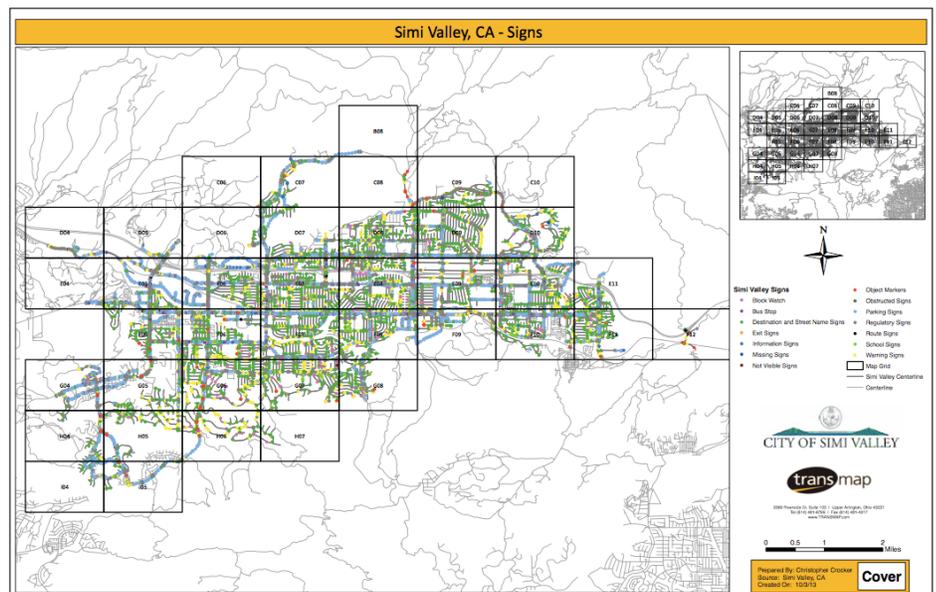
The reviewer will provide a daytime condition rating of the signs based on the following categories: **Critical, Fair, and Good**. Transmap always provides daytime assessment as a standard for sign collection.

b. Quality Control

Transmap has read and understands the City’s “Project Acceptance and Quality Assurance” section of the RFP. Transmap understands that the acceptable accuracy for this project is less than 3% error of the total attributes collected.

Standard Reporting

Transmap can customize reporting to fit the client’s needs. Our reporting is **both tabular and map-based**. We are a GIS company and believe that the best way to express the data is in full size, **easy-to-interpret GIS maps with colors that represent Critical, Fair, and Good conditions**.



City of Simi Valley, California Sign Map

Task 4 - Configure Data for Importing to the City’s Asset Management System (Cityworks)

a. Vendor Expectations

Transmap understands that a final sign inventory database for the City of Stockton will need to be provided and in a format compatible for importing into Cityworks.



Cityworks

Transmap has been a Strategic Partner with Cityworks for over 11 years. Our data can be implemented directly into Cityworks. Transmap is the Cityworks-preferred company for asset collection projects. If you have any questions about Cityworks or Transmap, please contact Brent Wilson or Tom Palizzi directly at (801) 523-2751.

Transmap/Cityworks Partners

City of Killeen, TX	Putnam County, FL	City of Newport News, VA
City of Midland, TX	City of Raleigh, NC	City of Alexandria, VA
City of El Paso, TX	City of Durham, NC	City of Ann Arbor, MI
City of Schertz, TX	City of Shreveport, LA	City of Dublin, OH
Manatee County, FL	City of Richmond, VA	Allegheny County, PA

b. City Expectations

Transmap has read the RFP and is aware the City of Stockton will be able to provide digital aerial photos from 2006, a listing of specialized City signage, and a designated project contact.

Communications

Transmap will provide the City of Stockton's Project Manager with monthly and milestone reports, as well as informal communications on a day-to-day or every-other-day basis. We have a great set of references who will agree that our specifications are the most valuable of all. These specifications have a tremendous impact on our customers getting what is expected.

Your Needs Exceeded

With Transmap's unique approach to data collection, we can exceed the sign inspections with the ability to extract all other Right-of-Way signs and assets, and pavement distresses.

Additional Benefits: Roadway Asset Management

Transmap can inventory many other roadway assets that will provide cost savings for the City of Stockton. Some of these assets include *curbs and gutters, sidewalk locations, parking lots, asphalt paths, ADA ramps, crosswalks, bridges, irrigation, ditches, street lights, and trees, etc.* This data is captured with our ON-SIGHT™ vehicle at **no additional cost** to the City.

Optional Nighttime Retro-Reflectivity Assessment

Transmap is able to use the MUTCD nighttime visual inspection requirements to assess the retroreflectivity of each sign (or specific signs requested by the City) along with a daytime condition assessment. Transmap follows the usual methods (Calibration Signs Procedure and Consistent Parameters Procedure) of using a two-person crew of trained personnel to *inspect signs at night*. While one person is driving, the other evaluates the signs and records the information needed.



Transmap most recently completed nighttime assessments for **the City of Santa Barbara, CA, the City of Rialto, CA, the City of Killeen, TX, the City of Rockford, IL, the City of Bozeman, MT, City of Ann Arbor, MI, the City of Delray Beach, FL, the City of Greenville, NC MPO, the City of Shoreline, WA (in contract), Allegheny County, PA (in contract), and Evansville, IN MPO (in contract).**

Pavement Management System - Crack Map 3D

Transmap runs all of our systems for every project.

Transmap offers a total pavement management solution that we call **Crack Map 3D**. **Crack Map 3D** is based on a **Hybrid**

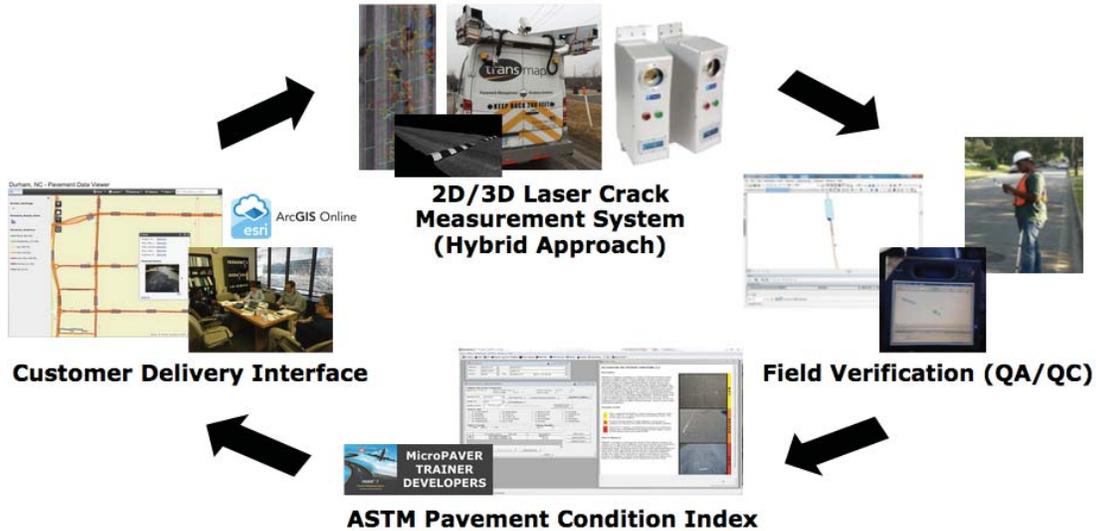
Approach for data collection and assessment, employing cutting

edge hardware and software. Clients benefit from robust reporting of pavement condition data fully

integrated into a GIS. We offer on-site support and customized training based on your specific needs. The flowchart below shows how Transmap will conduct this pavement management project for the City.

Crack Map 3D

Crack Map 3D Core Principles



Schedule

Transmap has the unique capability to shift project personnel according to specific timelines. Some of our current projects are long-term, repeat customers who allow us to adjust schedules. Therefore, we will allocate the most qualified technicians to complete this project well within your timeline. Since this type of collection, assessment, and GIS implementation is all Transmap does, we do not foresee any issues, other than weather, that would prevent us from meeting the City's time schedule.

Transmap Corporation
Traffic Sign Inventory Project

3/12/2015

City of Stockton, CA

Task	# of Days
Notice to Proceed	1
Mobilization	3
Project Kickoff Meeting	1
Project Management Ongoing Throughout Project	
ON-SIGHT Raw Data Collection	20
Sign Data Extraction (Regulatory and Warning)	18
QA/QC	5
Cityworks Formatting	2
ArcGIS Online Web-Based Image Viewer (on-going)	

Project will start when ON-SIGHT vehicle is mobilized to the City of Stockton

Total sign project will be approximately 2.5 months, weather permitting

tmap.pro/SC

President and CEO/Project Principal



Howard Luxhoj, PE

Mr. Luxhoj is the President and CEO of Transmap Corporation and provides extensive engineering and transportation experience. He works to ensure constant communications with the client, sub-consultants, project team members and regulatory agencies from project inception through completion.

He has expert knowledge of GIS products, database tools, asset management databases and commercial asset management systems. He is also well schooled in the requirements pertaining to GASB-34 and NPDES, legacy system databases, project consulting, technical staff for data collection, asset inventory systems and system integration.

He has also developed and implemented project-specific, integrated quality control measures for condition assessments of infrastructure and has been responsible for asset data creation on numerous Transmap projects nationwide. Howard set up Transmap's MUTCD nighttime sign assessment procedures.

19 Years of Experience

Education and Training

B.S. Engineering - Environmental
The Ohio State University
MicroPAVER Advanced Training
2011-2014
LTAP Center 2011-2014

Registrations

Professional Engineer, Ohio #E-67242
Professional Engineer, Florida #E-73717
Professional Engineer, North Carolina
#E-038445
NCEES Record #46928
Model Law Engineer (MLE)
APWA Member - Ohio
FCC - KD8TVB

Conferences/Presentations

APWA GIS Pavilion 2008-2014
GIS-T 2008-2011
TRB 2011, 2014, 2015
NACE 2012
Google IO 2008-2014
Google Bootcamp 2011

Similar Project Experience

- City of Rialto, California 2014** - Sign management - Nighttime sign assessment
- City of Santa Barbara, California 2013** - Sign management - Nighttime sign assessment
- City of Simi Valley, California 2013** - Sign management
- City of Hanford, California 2012** - Sign/pavement management
- Kings County, California 2012** - Sign/pavement management
- City of Redwood City, California 2010** - Sign management
- City of Irvine, California 2010** - Sign management
- City of Fresno, California 2007** - Sign/pavement management
- City of Rancho Cordova, California 2007** - Sign/pavement management
- City of Killeen, Texas 2013** - Sign/pavement management - Nighttime sign assessment
- City of Conroe, Texas 2012** - Sign/pavement management
- City of Schertz, Texas 2010** - Sign/pavement management
- City of Delray Beach, Florida 2014** - Sign/pavement management - Nighttime sign assessment
- Manatee County, Florida 2005 & 2013** - Sign/pavement management
- City of Kettering, Ohio 2012** - Sign/pavement management
- City of Huber Heights, Ohio 2011** - Sign/pavement management
- Erie County, New York 2011** - Sign/pavement management
- Jefferson County, New York 2011** - Sign/pavement management
- City of Greenburgh, New York 2010** - Sign/pavement management
- City of Buffalo, New York 2010** - Sign/pavement management
- City of Ann Arbor, Michigan 2014** - Sign/pavement management - Nighttime sign assessment
- City of Bozeman, Montana 2013** - Sign/pavement management - Nighttime sign assessment
- City of Rockford, Illinois 2012** - Sign/pavement management - Nighttime sign assessment
- City of Louisville, Kentucky 2013** - Sign management
- City of Wilmington, North Carolina 2011-2012** - Sign/pavement management - Training
- City of Milton, Georgia 2013** - Sign/pavement management - Training
- City of Shreveport, Louisiana 2013** - Sign/pavement management



Vice President/Account Manager



19 Years of Experience

Education and Training

B.A. Geography, Minor in Business
 State University of New York at Albany
 MicroPAVER Training 2011-2014
 LTAP Center 2011-2014
 TRB 2015

Registrations

URISA GISP Certified - 2006
 URISA Leadership Academy - 2008

Industry Presentations

Cityworks/MicroPAVER Presentation
 2012-2014
 Cityworks 2007-2014
 Esri International User Conference 2008
 GIS-T 2010, 2011
 NYGIS - Ignite Session 2010
 APWA, NY Chapter 2011
 OTEC 2008
 NACE (Exhibitor) - 2012-2014

Council Presentations

City of Durham, NC 2014
 City of Hollywood, FL 2014
 City of Killeen, TX 2014

Craig Schorling, GISP

Mr. Schorling provides Transmap Corporation with sound fundamentals in both GIS project management and client development. He employs his extensive experience with Esri products, database tools, asset management databases, commercial asset management systems, project consulting, system implementation and training, and customer support to provide project management for many of Transmap's clients.

Craig's background includes 11 years of experience in a management capacity and a combined 19 years of experience using and developing GIS tools. He also has experience running the mobile mapping vehicle, asset collection software and CMMS implementation. Mr. Schorling has worked primarily with municipalities and counties to improve the process and systems behind Transmap's customer-centric management approach.

- Multiple municipality preventative maintenance boot camps
- MicroPAVER training experience
- Attended preventative maintenance seminars and training

Similar Project Experience

- City of Rialto, California 2014** - Sign management - Nighttime sign assessment
- City of Santa Barbara, California 2013** - Sign management - Nighttime sign assessment
- City of Simi Valley, California 2013** - Sign management
- City of Hanford, California 2012** - Sign/pavement management
- Kings County, California 2012** - Sign/pavement management
- City of Redwood City, California 2010** - Sign management
- City of Irvine, California 2010** - Sign management
- City of Fresno, California 2007** - Sign/pavement management
- City of Rancho Cordova, California 2007** - Sign/pavement management
- City of Killeen, Texas 2013** - Sign/pavement management - Nighttime sign assessment
- City of Conroe, Texas 2012** - Sign/pavement management
- City of Schertz, Texas 2010** - Sign/pavement management
- City of Delray Beach, Florida 2014** - Sign/pavement management - Nighttime sign assessment
- Manatee County, Florida 2005 & 2013** - Sign/pavement management
- City of Kettering, Ohio 2012** - Sign/pavement management
- City of Huber Heights, Ohio 2011** - Sign/pavement management
- Erie County, New York 2011** - Sign/pavement management
- Jefferson County, New York 2011** - Sign/pavement management
- City of Greenburgh, New York 2010** - Sign/pavement management
- City of Ann Arbor, Michigan 2014** - Sign/pavement management - Nighttime sign assessment
- City of Bozeman, Montana 2013** - Sign/pavement management - Nighttime sign assessment
- City of Rockford, Illinois 2012** - Sign/pavement management - Nighttime sign assessment
- City of Louisville, Kentucky 2013** - Sign management
- City of Wilmington, North Carolina 2011-2012** - Sign/pavement management - Training
- City of Milton, Georgia 2013** - Sign/pavement management - Training
- City of Shreveport, Louisiana 2013** - Sign/pavement management



Senior Reporting Analyst



42 Years of Experience

Education

B.S. Civil Engineering
The Ohio State University

Registrations

Professional Engineer, Ohio
#E-39571

Additional Courses

FHWA and NHI Planning and Design
Courses

ODOT Courses:

Project Development Process, Scientific
Approaches to Transportation, Analysis
of New and Rehabilitated Pavement
Performance with Mechanistic-Empirical
Design

Highway Safety Features
Quality in Concrete Paving

Conferences

Ohio Transportation Engineering
Conference (OTEC) 1990-2014
Asphalt Paving Conference 2012

Anthony J. Manch, PE

In August 2010, Anthony retired from the Ohio Department of Transportation (ODOT). Mr. Manch spent the majority of his forty-year career working in the Office of Technical Services. He specialized in providing traffic and truck weight data for planning and design. Mr. Manch provided traffic engineering expertise to internal and external customers. He has extensive experience in field data collection, data processing, data analysis and report writing.

Earlier in his career, he was the Chairman of ODOT's Pavement Management Committee. This committee was responsible for development of all policies for the planning, design, construction, and feedback mechanisms for ODOT's Pavement Management System.

Traffic Data Collection Experience

- Developed a statewide plan for the installation of Automatic Traffic Recorders (ATR) and Weigh-In Motion (WIM) data collection sites. As part of developing the Statewide Plan, he met with representatives from MPO's and ODOT offices to ensure their traffic data collection needs were met and in compliance with Federal regulations and guidelines

- Developed and reviewed plans and other related engineering documents, summarized traffic data used to recommend highway improvements or appropriate traffic control devices. He coordinated with ODOT district and central office staff to develop plans required to sell construction projects for the ATR/WIM data collection sites.

Pavement Management Experience

- ODOT's original Pavement Management Process used a network level priority ranking system. The system was based on identifying and repairing the pavements in the worst condition first. The identified pavements were used to develop ODOT's five-year resurfacing program.

- Developed a Pavement Management System database consisting of construction, maintenance, materials, and cost elements

- Assisted in developing a decision tree for the correct maintenance treatment, depending on the measured pavement distresses

- He worked with upper management to develop a network prioritization model. The user could input an anticipated budget, and the model would output the level of service.

- Mr. Manch was in charge of the sign and pavement reporting for Transmap for recent projects such as the **City of Rialto, CA, City of Simi Valley, Kings County/City of Hanford, CA, City of Santa Barbara, CA, City of Redwood City, CA, City of Irvine, CA, City of Wilmington, NC, City of Milton, GA, City of Hollywood, FL, City of Delray Beach, FL, and Franklin County, OH.**



Project Manager



9 Years of Experience

QA/QC Sign/Pavement Walkout

Sign/Pavement Analysis

Robust Preventative Maintenance Reporting

MicroPAVER Training 2014

Education and Training

B.S. Geographic Information Science

Ohio University

Chris Crocker

As Project Manager, Mr. Crocker has provided presentation and maps of deliverables, involved the client when elaboration was necessary, created project schedules, and used the client's project priorities as the guideline.

He has also performed post-processing of GIS data to ensure quality control, appropriated staff to meet goals for timely deliveries, and continued communication with the client in order to ensure customer satisfaction.

Mr. Crocker is reliable and effective. He also has experience with running the mobile mapping vehicle, asset collection software, CMMS implementation, and training.

Mr. Crocker has over 9 years of pavement analysis, walkout QA/QC pavement, and robust preventative maintenance reporting experience. He has experience in performing nighttime MUTCD assessments.

Similar Project Experience

City of Rialto, California 2014 - Sign management - Nighttime sign assessment

City of Santa Barbara, California 2013 - Sign management - Nighttime sign assessment

City of Simi Valley, California 2013 - Sign management

City of Hanford, California 2012 - Sign/pavement management

Kings County, California 2012 - Sign/pavement management

City of Redwood City, California 2010 - Sign management

City of Irvine, California 2010 - Sign management

City of Killeen, Texas 2013 - Sign/pavement management - Nighttime sign assessment

City of Conroe, Texas 2012 - Sign/pavement management

City of Schertz, Texas 2010 - Sign/pavement management

City of Delray Beach, Florida 2014 - Sign/pavement management - Nighttime sign assessment

Manatee County, Florida 2013 - Sign/pavement management

City of Kettering, Ohio 2012 - Sign/pavement management

City of Huber Heights, Ohio 2011 - Sign/pavement management

Jefferson County, New York 2011 - Sign/pavement management

City of Greenburgh, New York 2010 - Sign/pavement management

City of Buffalo, New York 2010 - Sign/pavement management

City of Ann Arbor, Michigan 2014 - Sign/pavement management - Nighttime sign assessment

City of Bozeman, Montana 2013 - Sign/pavement management - Nighttime sign assessment

City of Rockford, Illinois 2012 - Sign/pavement management - Nighttime sign assessment

City of Louisville, Kentucky 2013 - Sign management

City of Wilmington, North Carolina 2011-2012 - Sign/pavement management - Training

City of Milton, Georgia 2013 - Sign/pavement management - Training

City of Shreveport, Louisiana 2013 - Sign/pavement management

Project Manager



5 Years of Experience

QA/QC Sign/Pavement Walkout

Sign/Pavement Analysis

ArcGIS Online

Education and Training

B.S. Geographic Information Science, The Ohio State University

MicroPAVER Specialized Training

APWA GIS Pavilion

Stephen Hale

As Project Manager, Stephen is responsible for reviewing customer supplied centerline files for pavement and asset analysis. He creates the pavement networks, including sampling methods based on a linear reference system using Esri GIS tools.

Stephen has assisted in running our pavement management boot camps with customers. He has experience with running the mobile mapping vehicle, asset collection software, CMMS implementation, and training.

Stephen also has experience in supporting and post-processing MUTCD nighttime assessment data.

Similar Project Experience

City of Rialto, California 2014 - Sign management - Nighttime sign assessment

City of Santa Barbara, California 2013 - Sign management - Nighttime sign assessment

City of Simi Valley, California 2013 - Sign management

City of Hanford, California 2012 - Sign/pavement management

Kings County, California 2012 - Sign/pavement management

City of Redwood City, California 2010 - Sign management

City of Irvine, California 2010 - Sign management

City of Killeen, Texas 2013 - Sign/pavement management - Nighttime sign assessment

City of Conroe, Texas 2012 - Sign/pavement management

City of Schertz, Texas 2010 - Sign/pavement management

City of Delray Beach, Florida 2014 - Sign/pavement management - Nighttime sign assessment

Manatee County, Florida 2013 - Sign/pavement management

City of Kettering, Ohio 2012 - Sign/pavement management

City of Huber Heights, Ohio 2011 - Sign/pavement management

Jefferson County, New York 2011 - Sign/pavement management

City of Greenburgh, New York 2010 - Sign/pavement management

City of Buffalo, New York 2010 - Sign/pavement management

City of Ann Arbor, Michigan 2014 - Sign/pavement management - Nighttime sign assessment

City of Bozeman, Montana 2013 - Sign/pavement management - Nighttime sign assessment

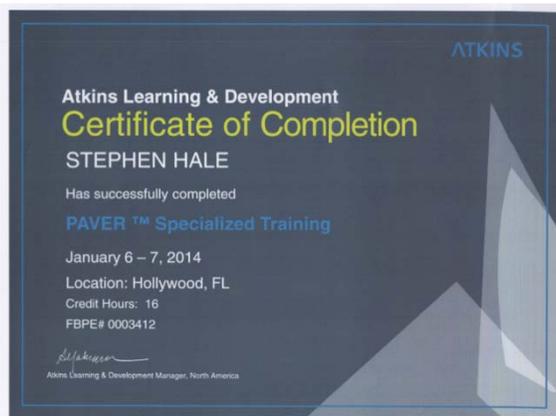
City of Rockford, Illinois 2012 - Sign/pavement management - Nighttime sign assessment

City of Louisville, Kentucky 2013 - Sign management

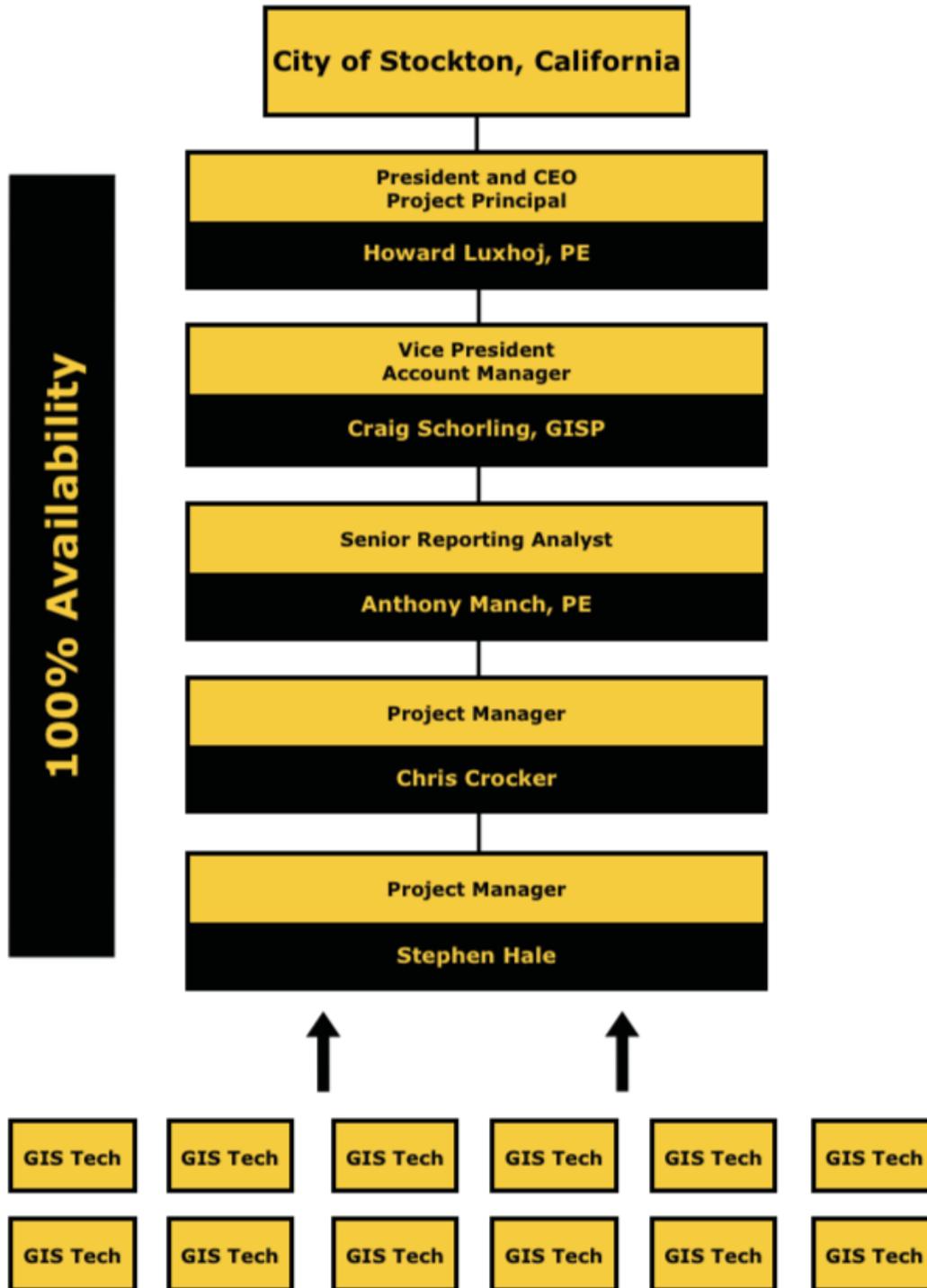
City of Wilmington, North Carolina 2011-2012 - Sign/pavement management - Training

City of Milton, Georgia 2013 - Sign/pavement management - Training

City of Shreveport, Louisiana 2013 - Sign/pavement management



Proposed Project Team - Organizational Chart



6. Cost

The following pages include a cost structure proposal for the City of Stockton.

**City of Stockton, CA
Traffic Sign Inventory Project**

1) Project Setup & Management

Task	Description	Comments	Transmap Units	Transmap Price	Total
1a	Mobilization/Project setup (units = lump sum)	Transmap will mobilize our ON-SIGHT vehicle with crew to the City.	N/A	N/A	N/A
1b	Transmap Project Management (units = hours)	Minimum project management	39	\$99.00	\$3,861.00

Subtotal **\$3,861.00**

2) Sign Data Collection and Post-Processing

Task	Description	Comments	Transmap Units	Transmap Price	Total
2a	ON-SIGHT™ Raw Data Collection (units = centerline miles)	Raw roadway data and image capture. 360-degree image view of all roadways (ROW) with dedicated ROW cameras. Standard image deliverable	800	\$84.99	\$67,992.00
2b	Sign Data Extraction (units = per sign)	Transmap will collect all attributes as stated in the RFP including Task 3 attributes	15,000	\$1.65	\$24,750.00

Subtotal **\$92,742.00**

3) Assignment of Sign Attributes

Task	Description	Comments	Transmap Units	Transmap Price	Total
3a	Sign Attributes	All sign attributes will be configured and collected in task 2b, including daytime condition assessment	N/A	N/A	N/A
3b	Quality Control (units = lump sum)	Transmap will take full responsibility for QA/QC of data and attributes. Transmap will ensure less than 3% in errors of the total attributes collected	1	\$2,950.00	\$2,950.00

Subtotal **\$2,950.00**

4) Configure Data for Importing to the City's Asset Management System (Cityworks)

Task	Description	Comments	Transmap Units	Transmap Price	Total
4a	Generic Cityworks Formatting (units = lump sum)	Transmap will format signs to be implemented into Cityworks, utilizing our past project experience with many Cityworks-related (asset management) projects.	1	\$99.99	\$99.99

Subtotal **\$99.99**

TOTAL Tasks 1a, 1b, 2a, 2b, 3a, 3b, and 4a **\$99,652.99**

City of Stockton, CA

Additional Sign Collection

Task	Description	Comments	Transmap Units	Transmap Price	Total
Optional Sign Data					
	Enhanced Cityworks Optimization (units = lump sum)	Transmap is partners with Cityworks and can perform enhanced Cityworks integration	1	\$1,850.00	\$1,850.00
	Ladybug5 Processing (units = centerline miles)	Transmap will process and deliver new Ladybug5 30mp panoramic images	800	\$8.00	\$6,400.00
	Additional Transmap Project Management (units = hours)	Standard project management includes detailed monthly status reports (including maps and ArcGIS Online, kick off meeting, staff allocation, etc)	58	\$99.00	\$5,742.00
	Sign Collection (units = centerline miles) Rates based on attributes in RFP	Transmap will extract all signs within the City and assign attributes stated in RFP	800	\$65.99	\$52,792.00
	Nighttime Collection (units = hours)	Nighttime MUTCD Assessment hours based on number of regulatory signs in RFP (Good, Replace)	245	\$99.00	\$24,255.00
	Sign Management Report (units - lump sum)	Transmap will create a standard sign management report document	1	\$2,400.00	\$2,400.00

Additional Asset/Pavement Options

Task	Description	Comments	Transmap Units	Transmap Price	Total
Optional Assets					
	*Linear Assets (units = centerline miles) Rates based on standard attributes	Transmap will package the location of sidewalks, ditches, pavement striping, curbs, gutters, guiderails, shoulders, etc on all roads in the project area through our HD images.	800	\$35-\$125	
	*Point Utility Assets (units = centerline miles) Rates based on standard attributes	Transmap will package all utility assets into a logical extraction pass (drop inlets, curb inlets, manholes, culverts, bridges, light poles, fire hydrants, water valves, etc)	800	\$25-\$75	
	*Point Traffic Assets (units = centerline miles) Rates based on standard attributes	Transmap will package all traffic assets into a logical extraction pass (signs and posts, pavement markings, signals and poles, ADA ramps, bridges, sidewalk failure locations, etc)	800	\$45-\$110	
	*Point Asset Trees (units = centerline miles) Rates based on standard attributes	Transmap will collect ROW and medium trees and tree stands.	800	\$72.00	\$57,600.00
	Per Asset Pricing (units = per asset)	Transmap can extract any additional assets at a per asset cost	1	\$1.65	
Additional Value					
	Network Setup and Review (units = hours)	Transmap will review the City's centerline file and set up the required network for loading into MicroPAVER. This includes any existing data from the City that needs to be incorporated into the pavement management system.	10	\$99.00	\$990.00
	Pavement Inspection (units = samples)	Detailed surface distress analysis - Transmap uses ASTM D6433 compliant methods - CrackMap3D - Vehicle automated collection using a combination of lasers, 2D/3D images and field walkout, pavement width included at sample area (price includes field verification)		\$5.88	
	Advanced Inspection Processing - 4K LCMS (units = lump sum)	Delivery of 2D Crackmap images	1	\$14,995.00	\$14,995.00
	Advanced Inspection Processing - 4K LCMS (units = lump sum)	Delivery of 3D image and point data for cross slope (average cross slope per segment)	1	\$8,995.00	\$8,995.00
	Advanced Inspection Processing - Profilometer (units = lump sum)	Transmap uses an ASTM compliant E950 profilometer and will process all rut and ride collected data.	1	\$6,995.00	\$6,995.00
	MicroPAVER Load (units = lump sum)	Formatting pavement sample data and centerline file for mass load into MicroPAVER using scripts	1	\$1,360.00	\$1,360.00
	GIS Integration (units = hours)	Transmap will link all PCI data to the City's centerline file. If any other GIS work is needed to be done, the hours can be purchased.		\$99.00	
	Pavement Management Practices Definition "Boot Camp" (price is per day)	Transmap will meet with the City to review maintenance/rehabilitation activities, analysis procedures, and collect any existing information on roadways (ADT data, construct dates, maintenance dates, etc)	2	\$1,750.00	\$3,500.00
	Pavement Reporting (units = hours)	Transmap will put together written/tabular and GIS map data to support traditional preventative maintenance pavement reporting. Budget scenarios with actual dollar amounts per M&R activity.	44	\$125.00	\$5,500.00
	MicroPAVER Software (units = software)	Transmap will purchase MicroPAVER software for the City. This pricing is based on the City having at least one registered APWA member. This is a download that comes with 2 installations	1	\$1,005.00	\$1,005.00
	On-Site MicroPAVER Training (units = days) Expenses included	Transmap will provide on-site training for up to five City personnel on MicroPAVER 1 training.	2	\$3,200.00	\$6,400.00

* Package rates may vary based on the amount of attribution the City wants. Transmap uses photogrammetry and ground-based LiDAR to extract assets

Insurance Requirements (Traffic Sign Inventory Project)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, their agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability (AL):** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the contractor maintains higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Stockton.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- ***Additional Insured Status***

The *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers* are to be covered as additional insureds on the CGL and AL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

- **Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers*. Any insurance or self-insurance maintained by the *City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers* shall be excess of the Contractor's insurance and shall not contribute with it. The City of Stockton does not accept primary endorsements limiting the Contractor's insurance coverage to sole negligence.

- **Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City of Stockton.

- **Waiver of Subrogation**

Contractor hereby grants to the City of Stockton a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Stockton by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Stockton has received a waiver of subrogation endorsement from the insurer.

- **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City of Stockton Risk Services. The City of Stockton may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

- **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII if admitted to do business in the State of California; If not admitted to do business in the State of California, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:X.

- **Claims Made Policies**

If any of the required policies provide claims-made coverage:

- The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
- If Claims Made policy form is used, a three (3) year discovery and reporting tail period of coverage is required after completion of work.

- ***Verification of Coverage***

Contractor shall furnish the City of Stockton with original certificates and amendatory endorsements required by this clause. All certificates and endorsements are to be received and approved by the City of Stockton Risk Services before work commences. Failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time, for any reason or no reason.

- ***Special Risks or Circumstances***

The City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

- ***Certificate holder address***

Proper address for mailing certificates, endorsements and notices shall be:

- City of Stockton
- Attention: Risk Services
- 425 N. El Dorado Street
- Stockton, CA 95202

City of Stockton Risk Services Phone: 209-937-5037

City of Stockton Risk Services Fax: 209-937-8558

- ***Maintenance of Insurance***

If at any time during the life of the Contract or any extension, the Contractor fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this Contract.

- ***Subcontractors***

If the Contractor should subcontract all or any portion of the work to be performed in this contract, the Contractor shall cover the sub-contractor, and/or require each sub-contractor to adhere to all subparagraphs of these Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of sub-contractor's insurance shall have the same impact as described above.