



**SOLICITATION FOR REQUEST  
FOR PROPOSALS (RFP'S)  
FAIR & OPEN PROCESS**

**Date:** 9/4/15 **Department** \_\_\_\_\_ PW, City Engineer

1. Service (detailed description): Professional Design Services for Garden & Mill Traffic Signal
2. Estimated amount for this project: \$ 65,000.00
3. AMOUNT BUDGETED FOR THIS RFP: \$ \_\_\_\_\_
4. BUDGETED ITEM: YES  NO   
*(If no, is it an ordinance authorized material, service or supply?)*  
YES  NO  ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. \_\_\_\_\_ Account No. \_\_\_\_\_

5. Check here if:
- Federal Funds  State Funds   
UEZ Funds  Davis Bacon Requirements   
*(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)*

6. Date you want to receive proposals by: November 10, 2015
7. Special conditions or instructions: See Attached "Special Conditions"

Attachments:

- Technical Requirements
- List of vendors

Send copies to:  
Purchasing Division  
Business Administration

(2)

SPECIAL CONDITIONS  
FOR  
PROFESSIONAL DESIGN SERVICES FOR GARDEN & MILL TRAFFIC SIGNAL

This contract is to be federally funded by the Federal Highway Administration (FHWA). As such, there are some very specific things to be done in managing this Request for Proposals:

- The Request is to be advertised three weeks in a local newspaper as well as a regional newspaper.
- The RFP and corresponding contract may not have any "Pay to Play" requirements in it. This is passed down from the feds.
- When the Proposals are received, **DO NOT OPEN THE COST PROPOSALS.** Proposers are to submit separately sealed technical and cost proposals. The federal process requires a review based solely on technical merit first, then the cost proposal of **ONLY** the highest ranked proposer is opened and cost negotiations commence.