



STAFF REPORT

City Council

Meeting Date:

6/23/2026

Staff Report Number:

26-109-CC

Consent Calendar: Authorize the city manager to execute a maintenance agreement with Cal-West Lighting & Signal Maintenance Inc., for traffic signals and lighting maintenance services

Recommendation

Staff recommends that the City Council authorize the city manager to execute a three-year maintenance agreement with Cal-West Lighting & Signal Maintenance Inc. (Cal-West) for traffic signals and lighting maintenance services up to \$209,748 in fiscal year 2026-27, \$209,748 in fiscal year 2027-28, and \$209,748 in fiscal year 2028-29, for a total amount not to exceed \$629,244 with the option to extend the agreement for up to two additional one-year terms (Attachment A) and approve a yearly contingency of 20% (to be held by the City) of the annual agreement amount.

Staff further recommends that the City Council authorize the city manager to issue interpretations and execute minor amendments to the agreement on behalf of the City, provided such actions do not materially modify the terms of the agreement or obligate additional City funds beyond the limits described in this paragraph.

Policy Issues

This action is consistent with the City's goal of maintaining safe, reliable, and operational transportation infrastructure, which is essential to the effective delivery of public services, including roadway safety and community access, and supports the City Council's fiscal year 2026-27 safe routes priority.

Background

The City owns and maintains transportation infrastructure assets throughout the city, including 25 traffic signals, 2,300 streetlights, 16 rectangular rapid flashing beacons (RRFBs), and five radar speed feedback signs. The City is also responsible for the maintenance of the fiber optic communication network supporting traffic signals and other Intelligent Transportation System (ITS) field equipment located along major corridors including Willow Road, Middlefield Road, Ravenswood Avenue, Laurel Street, Marsh Road, and Sand Hill Road. These facilities must be maintained in a safe and efficient manner to ensure reliable and proper operation of the City's transportation infrastructure.

The City has contracted traffic signal and lighting maintenance services for many years and does not currently have the staffing resources, equipment, and licenses required to perform the work internally. The current contractor has provided quality and efficient services to the City since 2009 and has been awarded the contract through the City's two most recent competitive procurement processes. The current

agreement expires June 30. On May 14, staff issued a request for proposals (RFP) to solicit proposals from electrical contractors to provide maintenance services. Maintenance activities for traffic signals, lighting, RRFBs, radar speed feedback signs, and other City equipment are divided into the following four categories summarized below. Maintenance of new equipment currently under warranty will be transferred to this contract and will be covered by the contingency.

Monthly preventive maintenance

Routine, comprehensive maintenance activities are performed on a scheduled basis to reduce the incidence of outages and malfunctions, minimize service disruptions, and extend the useful life of the equipment. This programmatic upkeep includes but is not limited to regular visual inspections, physical adjustments of hardware, and electrical component testing.

Scheduled repair maintenance

Failed, deteriorated, or malfunctioning equipment and components are repaired or replaced as part of normal, ongoing operations. These non-emergency issues are identified during routine field visits or through community reports, including but not limited to burned-out bulbs, degraded wiring, and damaged push buttons.

Unscheduled and emergency response work

Urgent operational needs not covered under preventive maintenance or scheduled repair, including but not limited to repairs resulting from traffic collisions, natural events (i.e., excessive winds, floods, earthquakes, etc.), vandalism, or unexpected construction impacts such as roadway excavation and roadway failures.

Regulatory requirements – USA marking services

The scope of services also includes mandatory participation in USA (Underground Service Alerts) marking services to identify and locate underground utilities prior to excavation activities, as required by California Government Code Section 4216 et seq.

Analysis

On May 28, city staff received three proposals. Staff evaluated the submissions based on the following criteria:

- The contractor's ability to perform the specific tasks;
- The qualifications of the assigned personnel;
- The specific methodologies or techniques;
- Reasonableness of the schedule to complete each task element; and
- Overall cost of the proposal.

Following a comprehensive review of the three proposals, staff selected Cal-West based on their qualifications, relevant experience, and cost. Cal-West has an established track record of providing quality maintenance services to numerous local public agencies of varying sizes. Cal-West submitted the most competitive overall pricing and offers the lowest cost for the complete scope of work. The other two proposers submitted higher cost proposals for the same scope of services. Cal-West also had stronger overall personnel qualifications and experience.

The maintenance agreement will cover an initial three-year term from July 1, 2026, through June 30, 2029. The City may, at its discretion, extend the contract for up to two additional one-year terms. Table 1 summarizes the costs for monthly preventive maintenance. Costs associated with scheduled, unscheduled, and emergency repair work, as well as USA marking services are performed on an as-needed basis and vary depending on the scope of the repairs. Staff has included an estimated amount for these services based on projected fiscal year 2025-26 year-end expenditures.

Table 1: Fiscal Year 2026-27 Cost	
Item	Monthly Amount
Monthly preventive maintenance	
Traffic signals	\$2,000
Street lighting	\$2,875
RRFBs	\$1,120
Radar speed feedback signs	\$350
Monthly subtotal	\$6,345
Annual subtotal	\$76,140
Scheduled, unscheduled, emergency repairs	
Monthly subtotal	\$8,834
Annual subtotal	\$106,008
USA marking services	
Monthly subtotal	\$2,300
Annual subtotal	\$27,600
Total monthly cost	\$17,479
Total annual cost	\$209,748
Total annual cost (with 20% contingency, approximately \$42,000)	\$251,748

Impact on City Resources

The proposed operating budget for fiscal year 2026-27 includes the use of Measure A funds for traffic signal maintenance and the General Fund for streetlight maintenance and USA marking services, and it provides sufficient funds to cover the cost of this agreement for the first year. After budget adoption by the City Council (scheduled for June 23) sufficient funds will be available starting July 1. Funding for future years will be requested through the City's annual budget process.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061 (b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Agreement

Report prepared by:

Phong Vo, Associate Transportation Engineer

Report reviewed by:

Kristiann Choy, Senior Transportation Engineer

Joanna Chan, Transportation Manager

Azalea Mitch, Public Works Director

MAINTENANCE AGREEMENT

City Manager's Office
701 Laurel Street
Menlo Park, CA 94025
tel 650-330-6620



Agreement #: XXXX

AGREEMENT FOR SERVICES BETWEEN

THE CITY OF MENLO PARK AND CAL-WEST LIGHTING & SIGNAL MAINTENANCE, INC.

THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and CAL-WEST LIGHTING & SIGNAL MAINTENANCE, INC., hereinafter referred to as "FIRST PARTY."

WITNESSETH:

WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional Services for CITY in connection with that certain project called: Traffic Signals and Lightings Maintenance Services

WHEREAS, FIRST PARTY is licensed to perform said Services and desires to and does hereby undertake to perform said Services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES, AND CONDITIONS of each of the Parties hereto, it is hereby agreed as follows:

1. SCOPE OF WORK

- A. In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the Services as set forth in Exhibit "A," Scope of Services.
- B. **Independent Contractor.** FIRST PARTY and CITY each expressly agree and understand that they are creating an independent contractor relationship, and that nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or other fiduciary relationship between FIRST PARTY and CITY. FIRST PARTY shall not have any right, power or authority, either express or implied, pursuant to this Agreement to assume, create or incur any expense, liability or obligation, express or implied, on behalf of CITY, and shall not represent to any person or business that they have such power. FIRST PARTY and CITY further expressly agree and understand that:
1. Neither FIRST PARTY nor any person employed or contracted by FIRST PARTY shall be considered an employee of CITY for any purposes.
 2. FIRST PARTY has the sole right to control and direct the means, manner, and method by which Services under this Agreement will be performed.
 3. FIRST PARTY has the right to hire assistants as subcontractors or to use employees to provide the Services required by this Agreement, at their own expense; in all cases, FIRST PARTY shall be solely responsible for all matters relating to the payment of its own employees and subcontractors, including, but not limited to, compliance with Social Security and income tax withholdings, workers' compensation

insurance, unemployment compensation payments, and compliance with all regulations governing such matters.

4. The Services required by this Agreement shall be performed by FIRST PARTY or their employees or subcontractors, and CITY shall not hire, supervise, or pay any assistants to help FIRST PARTY.
5. Neither FIRST PARTY nor their employees or subcontractors shall receive any training from CITY in the professional skills necessary to perform Services under this Agreement.
6. Neither FIRST PARTY nor their employees or subcontractors shall be required by CITY to devote full time to the performance of Services required by this Agreement.
7. Neither FIRST PARTY nor their employees or subcontractors are entitled to receive or participate in any medical, retirement, vacation, paid or unpaid leave, or other fringe benefits provided by CITY to its employees, and FIRST PARTY shall be exclusively responsible for all Social Security, self-employment and income taxes, disability insurance, workers' compensation insurance, and/or any other statutory benefits otherwise required to be provided to their employees.
8. FIRST PARTY is solely responsible for all state and federal income and/or other tax obligations, including but not limited to all reporting and payment obligations, if any, which may arise as a consequence of any payment under this Agreement. This includes, but is not limited to, FICA withholdings and payments, state or federal unemployment compensation contributions, and applicable self-employment taxes. FIRST PARTY further agrees to indemnify CITY for any claims or obligations asserted to the contrary by FIRST PARTY or by their employees or subcontractors. Upon request, FIRST PARTY shall provide CITY with proof that such payments have been made.

C. **Compliance with Law.** The Services shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules, regulations and orders. The Services to be provided are subject to prevailing wage laws under California Labor Code Section 1720 et. seq. FIRST PARTY shall pay prevailing wages to its employees on any agreement in excess of \$1,000.00. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Agreement, as determined by Director of the State of California Department of Industrial Relations, are on file at the City's Public Works Department and may be obtained from the California Department of Industrial Relations website [<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>]. FIRST PARTY shall comply with the 8- hours per day/40 hours per week/overtime/working hours restrictions for all employees, pursuant to the California Labor Code. FIRST PARTY and all subcontractors shall keep and maintain accurate employee payroll records for Work performed under the Agreement. The payroll records shall be certified and submitted as required by law, including Labor Code Sections 1771.4 (if applicable) and 1776, including to the Labor Commissioner no less frequently than monthly. FIRST PARTY shall comply fully with Labor Code Section 1777.5 in the hiring of apprentices for work relating to this Agreement.

D. **Professional Competence.** FIRST PARTY represents that it has the professional skills necessary to perform the Services and that it will perform the Services in a skillful and professional manner. FIRST PARTY represents that it has all the necessary licenses to perform the Services and shall maintain them throughout the term of this Agreement. FIRST PARTY agrees that the Services shall be performed consistent with the professional skill and care ordinarily provided by contractor practicing in the same or similar locality under the same or similar circumstances. CITY and FIRST PARTY agree that FIRST PARTY is in responsible charge of the Services. Acceptance by CITY of the Services does not operate as a release of FIRST PARTY from professional responsibility for the Services performed.

E. **Confidentiality.** FIRST PARTY agrees to maintain in confidence and not disclose to any person, firm, governmental entity or corporation, without CITY's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process or operation of CITY. FIRST PARTY further agrees to maintain in confidence and not to disclose to any person, firm, governmental entity or corporation any data, information, technology, or material developed or obtained by FIRST PARTY during the

performance of the Services. The covenants contained in this shall survive the termination of this Agreement for whatever cause.

- F. **Ownership of Material.** Any reports and other material prepared by or on behalf of FIRST PARTY under this Agreement (collectively, the "Documents") and provided to the CITY shall be and remain the property of CITY. All Documents not already provided to CITY shall be delivered to CITY on the date of termination of this Agreement for any reason. The Documents may be used by CITY and its agents, employees, representatives and assigns, in whole or in part, or in modified form, for all purposes CITY may deem appropriate without further employment of or payment of any compensation to FIRST PARTY.
- G. **Documentation.** FIRST PARTY shall keep and maintain full and complete documentation and accounting records, employee time sheets, and correspondence pertaining to the performance of the Services, and FIRST PARTY shall make such documents available for review and/or audit by CITY and CITY's representatives at all reasonable times for at least four years after the termination of this Agreement or completion of the Services.
- H. **Conflict of Terms:** In the event of any conflict, inconsistency, or ambiguity between the terms and conditions of this Agreement and the terms of any exhibit, attachment or other incorporated document (including the Scope of Services), the terms of this Agreement shall govern and control. If any conflict or inconsistency is identified, FIRST PARTY shall immediately notify the CITY in writing and seek clarification or resolution from the CITY before proceeding with any work that may be affected by such conflict. The CITY'S written determination shall be final and binding.

2. SCHEDULE FOR WORK

- A. **Effective Date.** This Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed (the "Term"). FIRST PARTY agrees to complete all Services pursuant to this Agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other, or the other's employees and agents.
- B. **Notice to Proceed:** FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the Agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this Agreement.

3. PROSECUTION OF WORK

FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

4. COMPENSATION AND PAYMENT

- A. **Compensation:** CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$209,748 for FY 2026-27 (of which \$133,608 is for non-routine repairs and USA markings) \$209,748 for FY 2027-28 (of which \$133,608 is for non-routine repairs and USA markings), and \$209,748 for FY 2028-29 (of which \$133,608 is for non-routine repairs and USA markings) for a total amount of \$629,244 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable. FIRST PARTY's fee for the Services as set forth herein

shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and Services incurred by FIRST PARTY and used in carrying out or completing the work.

- B. Invoices:** Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the Services performed to CITY. This statement shall include, at a minimum, the project title, Agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of FIRST PARTY's relevant records pertaining to the charges.
- C. Invoice Documentation:** FIRST PARTY shall bill each month to City an original invoice for all Services performed and expenses incurred during the preceding month. Each such invoice shall contain the total Agreement amount subtracting the invoices paid and billing. By submitting an invoice for payment under this Agreement, FIRST PARTY is certifying compliance with all provisions of the Agreement. FIRST PARTY shall not invoice City for any duplicate Services performed by more than one person. City shall independently review each invoice submitted by FIRST PARTY to determine whether the Services performed, and expenses incurred are in compliance with the provisions of this Agreement. City will use its best efforts to cause FIRST PARTY to be paid within thirty (30) days of receipt of FIRST PARTY's correct and undisputed invoice, except as to any charges for Services performed or expenses incurred by FIRST PARTY which are disputed by City, or as provided in this Section. In the event any charges or expenses are in dispute by City, the original invoice shall be returned by City to FIRST PARTY for correction and resubmission. Review and payment by City of any invoice provided by FIRST PARTY shall not constitute waiver of any rights or remedies provided herein or any applicable law. FIRST PARTY shall bill the City as Services are complete. CITY reserves the right to deny payment to FIRST PARTY for any invoice submitted more than 90 days after performance of Services or expenses are incurred by FIRST PARTY.
1. FIRST PARTY shall submit detailed and itemized monthly invoices in a form satisfactory to CITY on or before the tenth (10th) day of each month for Services provided during the preceding month.
 2. Invoices shall include sufficient documentation, including time records, cost records, receipts, and other materials necessary to substantiate the performance and costs of the Services. CITY shall review and verify the accuracy and completeness of each invoice within thirty-five (35) days after receipt. CITY, at its sole discretion, may correct, modify, or disallow any charges contained in the invoice that are inconsistent with this Agreement, unsubstantiated, excessive, or otherwise not in compliance with CITY's standards or instructions. Any such corrections or modifications shall be deemed final and binding upon FIRST PARTY.
 3. Upon completing its review, CITY shall make payment to FIRST PARTY for the amount approved by CITY, subject to applicable deductions, corrections, or offsets as deemed appropriate by CITY. No payment made by CITY shall constitute or be construed as acceptance of any Services or waiver of any rights or remedies available to CITY under this Agreement.
 4. CITY reserves the right to withhold payment in whole or in part if: (a) Services are not performed to the satisfaction of CITY; (b) There are delays not authorized or excused by CITY in the performances of Services; (c) FIRST PARTY fails to provide satisfactory documentation of the Services rendered, or documentation reflecting information CITY has requested; and/or (d) FIRST PARTY is otherwise in default of this Agreement.
 5. Withheld payments shall not relieve FIRST PARTY of its obligations to perform under this Agreement, and CITY shall not be liable for any interest, penalties, or damages related to the withholding of payment.

6. In the event of a payment dispute, FIRST PARTY agrees to continue performance of all Services under this Agreement without delay or interruption, regardless of the status or resolution of such dispute. CITY shall resolve any payment disputes in good faith. Upon termination or expiration of this Agreement, CITY shall reconcile all outstanding invoices and payments. CITY may offset any amounts due to FIRST PARTY against amounts owed to CITY due to breach, nonperformance, or other defaults by FIRST PARTY.

D. **Status Reports.** Together with each monthly invoice, FIRST PARTY shall submit a status report detailing the amount expended on the Services to that date and the remaining amount to be expended before the Cost Ceiling is reached. FIRST PARTY shall notify CITY in writing when payments have reached 90% of the To Not Exceed Amount.

5. EQUAL EMPLOYMENT OPPORTUNITY

A. FIRST PARTY, with regard to the work performed by it under this Agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status, or age in the retention of sub-consultants, including procurement of materials and leases of equipment.

B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.

E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.

F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's Agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

A. FIRST PARTY shall not assign this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however that claims for money due or to become due to the FIRST PARTY from the CITY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.

B. In the event there is a change of more than 30% of the stock ownership or ownership in FIRST PARTY from the date this Agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this Agreement upon notice to FIRST PARTY.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this Agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the Services and full control over the employment, direction, compensation, and discharge of all persons assisting FIRST PARTY in the

performance of FIRST PARTY's Services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this Agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this Agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Azalea A. Mitch
Public Works Department

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
650-330-6740
Publicworks@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Craig H. Geis, Jr.
412 Lano Street
San Jose, CA 95125
408-690-7796
cgeis@calwestlighting.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

To the fullest extent allowed by law, FIRST PARTY hereby agrees to defend, indemnify and save harmless CITY, its Council, boards, commissions, officers, employees, directors, volunteers and agents, from and against any and all claims, suits, actions, liability, loss, damage, expense, injury (including, without limitation, economic harm, injury to or death of any person, including an employee of FIRST PARTY or its Subcontractors), cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, at law or equity, which may be brought against, or suffered or sustained by, City of Menlo Park, its Council, boards, commissions, officers, employees, directors, volunteers, or agents that arise out of, pertain to or relate to any negligence, recklessness, or willful misconduct of FIRST PARTY, any subcontractors, anyone directly or indirectly employed or retained by them, or anyone that they control. In the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the FIRST PARTY shall meet and confer with other Parties regarding unpaid defense costs.

The duty of FIRST PARTY to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however that nothing herein contained shall be construed to require FIRST PARTY to indemnify City of Menlo Park, its Council, boards, commissions,

officers, employees, and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

FIRST PARTY's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained within this Agreement.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this Agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.

1. Workers' compensation and employer's liability insurance:

The FIRST PARTY shall have in effect during the entire life of this Agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement" (not required if the FIRST PARTY is a Sole Proprietor).

2. Liability insurance:

The FIRST PARTY shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this Agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this Agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

3. Automobile insurance:

FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this Agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person,

and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

4. Professional liability insurance:

~~FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this Agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and two million (\$2,000,000) in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of Services described herein.~~

- C. CITY and its subsidiary agencies, and their officers, agents, employees, and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.
- E. Before the execution of this Agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/Services to be performed, at his/her own expense, before commencement of said work/Services or forfeit any right to compensation under this Agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications, or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications, or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this Agreement or which are developed, produced, and paid for under this Agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this Agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. **Notice of Termination:** CITY may give thirty (30) days written notice to FIRST PARTY, terminating this Agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all Services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this Agreement, whether completed or in process.
 3. **Compensation:** If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed Services. If the termination is due to the failure of FIRST PARTY to fulfill its Agreement, CITY may take over the work and prosecute the same to completion by Agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
 4. If, after notice of termination for failure to fulfill Agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph 3 of this Section.
- B. **Remedies:** The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.
- C. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for Services properly performed and expenses properly incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and Services provided pursuant to this Agreement

19. BREACH OF AGREEMENT

- A. This Agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this Agreement, shall constitute a breach of this Agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this Agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this Agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of Agreement.

20. SEVERABILITY

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual consent of the Parties.

21. CAPTIONS

The captions of this Agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify or aid in the interpretation, construction, or meaning of any provisions of this Agreement.

22. GOVERNING LAW AND VENUE

The Agreement shall be deemed to have been executed in the City of Menlo Park, California. Enforcement of the Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. Except as expressly provided in the Agreement, nothing in the Agreement shall operate to confer rights or benefits on persons or entities not party to the Agreement. As between the parties to the Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of the Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause. The venue for any litigation shall be San Mateo County.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency and the State of California.

24. TERM OF AGREEMENT

This Agreement shall remain in effect for the period of Jul. 1, 2026 through Jun. 30, 2029 unless extended, amended, or terminated in writing by CITY. After initial three-year term, annual adjustments to the hourly rates submitted in the proposals shall be permitted upon City's approval, not to exceed the lesser of three percent (3%) or the annual percentage increase in the Consumer Price Index (CPI-U) for the San Francisco-Oakland-San Jose area for the month of April.

25. ENTIRE AGREEMENT

This document constitutes the sole Agreement of the Parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between Parties not expressly stated in this document are not binding.

All modifications, amendments, or waivers of the terms of this Agreement must be in writing and signed by the appropriate representatives of the Parties to this Agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I.C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT “A” – SCOPE OF SERVICES**A1. SCOPE OF WORK**

FIRST PARTY agrees to provide consultant Services for CITY’s Public Works Department. In the event of any discrepancy between any of the terms of FIRST PARTY’s proposal and those of this Agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following Services:

Provide general consultant Services for projects as determined by the CITY. The detailed Scope of Work for each task the CITY assigns the consultant shall be referred to as Exhibit A-1, which will become part of this Agreement. A notice to proceed will be issued separately for each separate Scope of Work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these Services as directed by the CITY in accordance with the standards of its profession and CITY’s satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon: (a) FIRST PARTY’s standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY’S proposed schedule for the various Services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK – EXTRA WORK

In addition to Services described in Section A1, the Parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional Services including but not limited to:

- Change in the Services because of changes in the Scope of Work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY’s Services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this Agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this Agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and FIRST PARTY. Such supplemental Agreement shall be executed by FIRST PARTY and may be approved by the City Manager upon recommendation of the Department Head.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of Services performed, project title and the agreement number; the date the Services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount;

Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate Services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Scope of services

Contractor shall provide routine monthly preventative maintenance, prompt scheduled repairs, emergency response services to the city's streetlights, park lights, traffic signals and lightings, RRFBs, radar speed feedback signs, other City-owned transportation infrastructure, and USA. Services shall be performed by qualified personnel and include twenty-four (24) hour per day, seven (7) day per week emergency response coverage, including holidays, to support the safe and reliable operation of City facilities and equipment.

Contractor shall provide all personnel, vehicles, equipment, and tools necessary to perform traffic signal maintenance and related field operations. All equipment shall be maintained in safe and operational condition and be available 24/7 including holidays, and shall include, but not limited, to the following:

- Fully equipped service vehicles for field maintenance and traffic control
- Safety equipment including arrow boards, warning lights, cones, and signage
- Hydraulic bucket truck with minimum 28-foot reach
- Computer equipment for signal controller programming, maintenance, and testing
- Communication equipment for dispatch and field coordination
- Mobile communication devices for personnel with voice and text capability

Maintenance Requirements (Traffic Signals)

1. Preventative Maintenance

The Contractor shall provide a routine comprehensive preventative maintenance program designed to minimize the incidence of outages and malfunction; reduce complaints; and extend the useful life of the traffic signal equipment. The program shall include, but is not limited to:

- **Annual Maintenance**

Annual maintenance shall include cleaning, adjusting, lubricating, and testing of signal equipment and replacement of substandard components. The controller units shall be overhauled or maintained as recommended by the manufacturer.

The Contractor shall test each of the conflict monitors within the first two (2) months of the start of each contract period and provide the City with a computerized report in Microsoft Excel (or other widely available software) identifying each intersection and showing all test results.

The Contractor shall test each of the locations that have battery backup systems (by disconnecting the PG&E power at the service cabinet) within the first two (2) months of the start of each contract period and provide the City with a computerized report in Microsoft Excel (or other widely available software) that indicates whether each traffic signal powered by battery system operated on full cycle operation during PG&E power disconnect.

The Contractor shall rotate the batteries, per the manufacturer's recommendation, at each of the locations that have a battery backup system (to maximize the life of the batteries) and provide the City with a computerized report in Microsoft Excel (or other widely available software) indicating that work has been completed.

- **Annual Inspection**

Within the first three (3) months of each contract period, the Contractor shall:

- a. Replace all cabinet filters.
- b. Check the mounting of each signal head and adjust/tighten the mounting as required.
- c. Replace deteriorated or missing components and fastening hardware such as sockets, nuts, and bolts.

- **Monthly Inspection**

Each signalized intersection shall be inspected monthly. At a minimum, the following shall be performed:

- a. Walk the intersection and visually inspect all signal heads for proper operation, alignment, broken lenses, burned out lamps, and missing parts. Depress all pedestrian push buttons and observe the proper timing and display. Correct all observed problems as soon as possible thereafter.
- b. Examine the functioning of the controller in relation to the traffic. Correct functional problems as soon as possible and report functional and timing problems to the City.
- c. Observe and check for proper operation of the video detection systems, detector loops and amplifiers. Clean all video camera lenses. Adjust or re-tune detector amplifiers and correct substandard splices as necessary. Report improper detection operation and causes to the City.
- d. Inspect all relays, switches, and terminals, etc. and replace or make adjustments as necessary. Make arrangements to promptly fix those deficiencies which cannot be corrected immediately.
- e. Check and adjust fan operation. Check the filter for tight fit and tape if required. Clean and vacuum the cabinet as necessary. Examine cabinet interior for water, excessive dampness and plant or animal intrusion. Determine cause and correct the condition.
- f. Inspect battery backup system (if the signal is equipped with such unit) to ensure unit is fully charged. Report improper operation to the City.
- g. Complete record keeping requirements as described in the proposal.

2. Scheduled Repair

The Contractor shall investigate and determine the corrective requirements for each reported malfunction, failure or outage of the traffic signal system, including the fiber optic communication network. The Contractor shall repair or replace equipment and components that have failed, deteriorated or malfunctioned from the normal operation of the traffic signal system (controllers and battery backup system are excepted). The equipment and components shall include, but are not limited to the following elements:

- Incandescent Lamps, Light Emitting Diode (LED) signal faces, Conflict Monitors, Video Detection Cameras, Signal Safety Lights, Load Switches, Detector Amplifiers, Video Detection Cards, Transfer Switches, Flasher Switches, Breaker Switches, Ballasts, Starters, Sockets, Fuses, Fuse Holders, Photoelectric Cells, Signal and Safety Light Wiring in Poles, etc.
- No permanent change shall be done without prior approval of the City. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) hours, except weekends and holidays (where the Contractor shall wait until the next calendar day to notify the City representative).
- The Contractor shall submit a proposal to provide the required traffic signal supplies, materials, and installed equipment for approval by the City prior to proceeding with installation. The City shall approve the sources of and prices for supplies, materials, and installed equipment prior to procurement. Replacement supplies, materials, and installed equipment will be manufactured by a reputable supplier approved by the City. Such approval shall not prevent subsequent disapproval or rejection of supplies, materials, and installed equipment by the City if the quality is less than required by the Contract or otherwise unsatisfactory. If discounts by suppliers are available to the Contractor, they shall be credited to the City. If supplies, materials, or installed equipment is obtained from supply or source owned by or in part by the Contractor, the price will not exceed current wholesale price for such materials and installed equipment. The City reserves the right to furnish supplies, materials, and installed equipment required for performance of the work.

The City shall reimburse the Contractor for supplies, materials, and installed equipment used for permanent repairs, in an amount equal to the cost of the materials including an agreed mark-up price. Reimbursement will occur only after the supplies, materials, and equipment are installed. Until installation occurs, the Contractor shall own and be responsible for their inventory.

When entire parts or equipment become obsolete or are deteriorated beyond repair, report such conditions to the City and provide satisfactory evidence that replacement is necessary.

Maintenance activities that require periodic replacement of minor parts will not require City approval. Replacement of controllers and battery backup systems will require approval of City staff prior to replacement. The serial number of any unit removed will be recorded and the removed unit should be delivered to the City of Menlo Park Public Works Department at 701 Laurel Street.

3. Unscheduled and Emergency Response Work ("Extra Work")

As authorized only by the City, the Contractor may perform Unscheduled and Emergency Response Work on the traffic signal system not covered by preventative maintenance and scheduled repair. This work shall be performed on a time and materials basis in accordance with the unit costs listed in Schedule B and C or by a negotiated cost.

The Contractor may have to respond to Unscheduled or Emergency Work during regular business hours (7:00 AM to 5:00 PM, Monday through Friday) or after regular business hours. This work shall be performed on a time and materials basis in accordance with the unit costs listed in Schedule B and C or by a negotiated cost.

- Unscheduled and Emergency Work includes, but is not limited to the following:
 - a. Knocked down signal heads, poles, damaged controller and cabinet, damaged inductive loops, sensing elements, pedestrian push buttons, electroliers, pedestrian signal heads, wiring, and other operational equipment related issues.
 - b. Assisting the City for special events or for City construction projects, as necessary to implement revised traffic signal timing and phasing for changed traffic conditions.

Special Note: The replacement of burned-out lamps for vehicular and pedestrian heads should be completed as soon as possible. Payment for the LED lamp replacements shall be in accordance with the unit costs listed in Schedule A.

- Equipment for Unscheduled and Emergency Work
 - a. Repair, replace or otherwise render in good working order any and all defective parts of the traffic signal equipment with like make and model parts. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) working hours, except weekends and holidays (where the contractor shall wait until the next business day to notify the City representative).
 - b. The Contractor shall cover the cost of replacing any parts to the traffic signals. The City shall reimburse the Contractor for materials used for repairs, in an amount equal to the cost of the materials including an agreed mark-up price.
 - c. Notify the City representative in advance of any traffic signal de-activations (by phone and email) that may be required to provide the required services. Traffic signal de-activations shall not be scheduled without the approval of an authorized representative of the City. All traffic signal controller equipment shall be maintained as recommended by the manufacturer.

- d. The Contractor, at own cost, shall place barricades, clean up debris, properly dispose of all damaged components.

Special Note: Emergency calls that require replacement of parts or equipment will not require approval from City before such replacements are commenced. The Contractor should have additional staff on-call in case the responding technician cannot handle emergency work alone (knockdowns, wire pulls, etc.).

4. Maintenance Records

Contractor shall maintain an inventory list of the equipment in the controller cabinet at each location. The inventory shall include the model, manufacturer, serial number, and quantity of each piece of equipment and installation date. The inventory list shall be continuously updated and a copy shall be furnished to the City every six (6) months.

A printout of the signal control database shall be kept in each controller cabinet. Timing changes shall be indicated on the printout. Only the City's representative shall authorize timing changes except that the Contractor may make changes required on a temporary basis due to maintenance operations or to maintain a satisfactory signal operation when there is a detection failure.

5. Consultation

The Contractor shall designate representatives in their organization who shall be available periodically to the City for consultation.

This consultation shall include reviewing traffic signal installation and modification plans, preparing cost estimates for replacement of obsolete equipment, system modifications, and maintenance work for which specific service fees have not been established in this contract; and technical explanations of functional and operational characteristics of signals.

Compensation for consultation services shall be paid at the hourly labor rates, and vehicle and equipment rates, in accordance with the Cost Proposal, Schedules B and C, included in this Solicitation and completed and returned by the Contractor in its Proposal.

6. Response and service

The Contractor shall provide response and service on a twenty-four (24) hour, seven (7) day per week basis. Immediate action shall be taken to safeguard the public any time a signal installation becomes partly or totally inoperative from any cause whatsoever. The maximum response times shall be as follows:

- a. Emergency and accident maintenance – one (1) hour
- b. Replacement of burned out signal faces
 1. Red faces on mast arms – two (2) hours
 2. Red faces on poles – two (2) hours
 3. Green and yellow faces – two (2) hours
- c. All other signal maintenance – twenty-four (24) hours
- d. Safety Lighting – forty-eight (48) hours
 - Signal-on-flash, signal blackout not caused by a power outage, and any malfunction of pedestrian signals shall constitute an emergency. The City (Public Works, Engineering, or the Police Department) may extend the maximum response time for maintenance on a case-by-case basis if the signal remains operational in a satisfactory manner and the condition poses no immediate hazard to the public.
 - Permanent work shall be completed as soon as possible and in all cases in no less than fourteen (14) calendar days, unless extended in writing by the City and as agreed upon between City and Contractor.

7. Signal Shut Down and Signal on Flash

The Contractor shall immediately notify the City's Public Works Department and Police Department of any signal turn-offs or signal-on- flash necessitated by their operation. Signal shut down of any duration and signal-on-flash operation in excess of fifteen (15) minutes must be first authorized by the Public Works Department and Police Department.

If it cannot be anticipated, the Contractor shall notify the City's Public Works Department and Police Department no later than fifteen (15) minutes after the condition begins.

8. Signal Operation and Calibration

The Contractor shall cooperate with the City in recalibrating traffic signal coordination timing and progression. The Contractor shall change the timing of traffic signal only upon the direction or advance written approval of the City. During emergency conditions, the Contractor shall assure full cooperation with the City and those employees of the City and other agencies as indicated

9. Spare Equipment

The Contractor shall maintain adequate storage and shop facilities and sufficient stock of spare parts and signal equipment to effectively maintain the traffic signals. The Contractor shall maintain at least one fully tested standby controller that is compatible with the City's system. The Contractor will own and maintain all spare parts until installation in the City.

10. Salvaged Equipment

The Contractor shall store any designated equipment, as designated by the City, at the Contractor's storage yard at no additional cost to the City. Components such as mast arms and luminaires that are undamaged may be re-used at the direction of the City. Any material or equipment declared non-salvageable by the Public Works Department shall be taken from the City and disposed of properly by the Contractor at Contractor's cost.

Maintenance Requirements (Streetlights, Park Lights, and Downtown Parking Lot Lights)

1. Regularly scheduled maintenance

Contractor shall furnish all labor, materials, and equipment necessary to maintain the streetlight system, park lightings, and Downtown Menlo Park parking lot lights. At a minimum, Contractor shall provide one monthly report of the systems.

City currently maintains the following public parks: Burgess Park, Jack Lyle Park, Nealon Park, Fremont Park, Seminary Oaks Park, Willow Oaks Park and Kelly Park (Site visits to these parks are recommended to potential bidders for the potential scope of work). The Contractor shall perform the following lighting maintenance on City streets, City parks, and Downtown streets and parking lots:

- Types of streetlight investigation and repair issues that the City anticipates include burnt-out streetlight bulbs, day-burners due to dirty or damaged photocells, damaged streetlight ballasts or fixtures, defective lamps, sockets, ballasts, replacement of LED fuses, wiring in the pole or fixture, or the reinstallation of access panels that have come loose due to wear and tear or high-winds.
- The Contractor should provide a certified electrician to provide investigation and repair services.
- At locations where there is no existing badge number on the streetlight pole that is in need of repair, the Contractor shall install badge numbers on existing streetlight pole for easy identification in the field, such as when a resident calls in a light that is out. Contractor shall coordinate with the City representative for the appropriate badge number assigned.

- At locations where the existing streetlight fixture is a High Pressure Sodium fixture and in need of repair, the Contractor shall replace the existing fixture with a Beta LED fixture that emits similar wattage to the High Pressure Sodium fixture.

2. Unscheduled and Emergency Response Work

The City may request that the Contractor perform Unscheduled and Emergency Response Work on the streetlight system, City park pathway lightings, and Downtown parking lot lights. This work shall be performed on a time and materials basis in accordance with the unit costs provided listed in Schedule B and C or by a negotiated cost.

The Contractor may have to respond to Unscheduled or Emergency Work during regular business hours (7:00 AM to 5:00 PM, Monday through Friday) or after regular business hours. This work shall be performed on a time and materials basis in accordance with the unit costs listed in Schedule B and C or by a negotiated cost.

- Unscheduled and Emergency Work includes, but is not limited to the following:
 - a. Downed streetlight poles ("knockdowns"), electric circuit repairs, and other operational equipment related issues.
- Equipment for Unscheduled and Emergency Work
 - a. Repair, replace or otherwise render in good working order any and all defective parts of the City light equipment with like make and model parts. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) working hours, except weekends and holidays (where the contractor shall wait until the next business day to notify the City representative).
 - b. The Contractor shall cover the cost replacing any parts to the City lights. The City shall reimburse the Contractor for materials used for repairs, in an amount equal to the cost of the materials including an agreed mark-up price.
 - c. The Contractor, at own cost, shall place barricades, clean up debris, properly dispose of all damaged components.

3. Response and service

The Contractor shall provide response and service on a twenty-four (24) hour, seven (7) day per week basis. Immediate action shall be taken to safeguard the public any time a City light becomes partly or totally inoperative from any cause whatsoever. The maximum response times shall be as follows:

- a. Emergency Service – two (2) hours
- b. Outages and Malfunctions – forty-eight (48) hours
 - Emergency Services shall include cleanup of debris due to accidents, erection of barricades and/or signs and to leave the area in a safe condition.
 - Permanent work shall be completed as soon as possible and in all cases in no less than fourteen (14) calendar days, unless extended in writing by the City and as agreed upon between City and Contractor.
 - Failure to meet the response time requirements by the Contractor shall be sufficient to cause for the City to authorize work to be completed by others and deduct the costs of said work from payments due the Contractor. Repetitive failure shall be deemed sufficient cause for the City to terminate the contract.

4. Salvaged equipment

The Contractor shall store any salvaged or salvageable equipment or material at the Contractor's storage yard at no additional cost to the City. Any material or equipment declared non-salvageable by the City shall be taken from the City and disposed of properly by the Contractor at Contractor's cost.

Maintenance Requirements (RRFBs)

1. Preventative Maintenance

The Contractor shall provide a routine, comprehensive preventative maintenance program designed to minimize the incidence of outages and malfunction; reduce complaints; and extend the useful life of the City's RRFB systems. The program shall include, but is not limited to:

- **Monthly Maintenance**

The Contractor shall establish a process for monitoring and tracking all RRFBs: a *Monthly Survey Log* shall be created, with the RRFB location, date and time repair was made, nature of the problem, the number of hours spent for each repair, materials used, and other applicable notes. The Contractor shall investigate, determine the corrective requirements and repair each item reported on the *Monthly Survey Log* as soon as possible thereafter. This shall include equipment and components that have failed, deteriorated or malfunctioned from the normal operation of the RRFBs. The equipment and components shall include, but is not limited to the following elements: In-roadway light fixtures/base plates, power control units, solar panels, conductors/wiring, pedestrian push button assemblies, LED signs and sign posts/poles, and electrical service equipment. The *Monthly Service Log* will be maintained by the Contractor and submitted to the City in either MS Word or Excel format.

2. Scheduled Repair

The Contractor shall investigate and determine the corrective requirements for each reported malfunction, failure or outage of the RRFB. The Contractor shall repair or replace equipment and components that have failed, deteriorated or malfunctioned from the normal operation of the RRFBs. The equipment and components shall include, but is not limited to the following elements: In roadway light fixtures/base plates, power control units, solar panels, conductors/wiring, pedestrian push button assemblies, LED signs and sign posts/poles, and electrical service equipment.

No permanent change shall be done without prior approval of the City. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) working hours, except weekends and holidays (where the contractor shall wait until the next business day to notify the City representative).

The contractor shall submit a proposal to provide the required supplies, materials, and installed equipment for approval by the City prior to proceeding with installation. The City shall approve the sources of and prices for supplies, materials, and installed equipment prior to procurement. Replacement supplies, materials, and installed equipment will be manufactured by a reputable supplier approved by the City. Such approval shall not prevent subsequent disapproval or rejection of supplies, materials, and installed equipment by the City if the quality is less than required by the Contract or other otherwise unsatisfactory. If discounts by suppliers are available to the Contractor, they shall be credited to the City. If supplies, materials, or installed equipment is obtained from supply or source owned by or in part by the Contractor, the price will not exceed current wholesale price for such materials and installed equipment. The City reserves the right to furnish supplies, materials, and installed equipment required for performance of the work.

The City shall reimburse the Contractor for supplies, materials, and installed equipment used for permanent repairs, in an amount equal to the cost of the materials including an agreed mark-up price. Reimbursement will occur only after the supplies, materials, and equipment had been installed. Until installation occurs, the Contractor shall own and be responsible for their inventory.

Maintenance activities that require periodic replacement of minor parts will not require City approval. Replacement of in-roadway light fixtures, solar panels, and LED signs will require approval of City staff prior to replacement. Serial number of unit removed will be recorded and the removed unit should be delivered to the City Public Works Department Corporation Yard.

3. Response Times

The Contractor shall provide response and service on a twenty-four (24) hour, seven (7) day per week basis. Immediate action shall be taken to safeguard the public any time a RRFBs becomes partly or totally inoperative from any cause whatsoever. The maximum response times shall be as follows:

- Malfunctions – forty-eight (48) hours

Maintenance Requirements (Radar Speed Feedback Signs)

1. Preventative Maintenance

The Contractor shall provide a routine, comprehensive preventative maintenance program designed to minimize the incidence of outages and malfunction; reduce complaints; and extend the useful life of the City's radar speed feedback signs. The program shall include, but is not limited to:

- Monthly Maintenance

The Contractor shall establish a process for monitoring and tracking all radar speed feedback signs; a *Monthly Survey Log* shall be created, with the radar speed feedback sign location, date and time repair was made, nature of the problem, the number of hours spent for each repair, materials used, and other applicable notes. The Contractor shall investigate, determine the corrective requirements and repair each item reported on the *Monthly Survey Log* as soon as possible thereafter. This shall include equipment and components that have failed, deteriorated or malfunctioned from the normal operation of the radar speed feedback sign. The equipment and components shall include, but is not limited to the following elements: radar speed feedback sign display and controller, power control units, solar panels, batteries, conductors/wiring, sign posts/poles, and electrical service equipment. The *Monthly Service Log* will be maintained by the Contractor and shall be submitted to the City.

2. Scheduled Repair

The Contractor shall investigate and determine the corrective requirements for each reported malfunction, failure or outage of the radar speed feedback signs. The Contractor shall repair or replace equipment and components that have failed, deteriorated or malfunctioned from the normal operation of the radar speed feedback sign. The equipment and components shall include, but is not limited to the following elements: radar speed feedback sign display and controller, power control units, solar panels, batteries, conductors/wiring, sign posts/poles, and electrical service equipment.

No permanent change shall be done without prior approval of the City. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) working hours, except weekends and holidays (where the contractor shall wait until the next business day to notify the City representative).

The contractor shall submit a proposal to provide the required supplies, materials, and installed equipment for approval by the City prior to proceeding with installation. The City shall approve the sources of and prices for supplies, materials, and installed equipment prior to procurement. Replacement supplies, materials, and installed equipment will be manufactured by a reputable supplier approved by the City. Such approval shall not prevent subsequent disapproval or rejection of supplies, materials, and installed equipment by the City if the quality is less than required by the Contract or other otherwise unsatisfactory. The City reserves the right to furnish supplies, materials, and installed equipment required for performance of the work.

The City shall reimburse the Contractor for supplies, materials, and installed equipment used for permanent repairs, in an amount equal to the cost of the materials including an agreed mark-up price (Schedule C). Reimbursement will occur only after the supplies, materials, and equipment had been installed. Until installation occurs, the Contractor shall own and be responsible for their inventory.

Maintenance activities that require periodic replacement of minor parts will not require City approval. Replacement of radar feedback sign display, controller, and solar panel will require approval of City staff prior to replacement. Serial number of unit removed will be recorded and the removed unit should be stored in the Contractor's storage yard.

3. Response Times

The Contractor shall provide response and service on a twenty-four (24) hour, seven (7) day per week basis. Immediate action shall be taken to safeguard the public any time a radar speed feedback display

sign becomes partly or totally inoperative from any cause whatsoever. The maximum response times shall be as follows:

- Malfunctions – three (3) to five (5) days

Underground Service Alert (USA)

The Contractor will be required to adequately mark all traffic signal conduits, traffic signal interconnect/communication lines (twisted copper or fiber), and equipment as well as streetlights on behalf of the City in accordance with the California Government Code Section 4216 et seq. The City's designated representative will monitor notifications submitted by USA to the City and will furnish applicable notifications to a representative of the Contractor to coordinate the marking of any signalized intersections that may be scheduled for construction work or excavations as evidenced by notification from USA. The Contractor shall establish a process for monitoring and tracking the marking of any affected intersections; an Intersection Record Log shall be created, with the USA notification and corresponding action noted in the controller, with a copy provided to the City. The Contractor will need to take photos of marking on the field and send to City staff for records. The Contractor shall assume all liability for satisfying the City's obligations to adequately identify underground structures in accordance with this law.

Response Times

The Contractor shall provide response and service when USA requests are received. The maximum response times shall be as follows:

- Requests – twenty-four (24) hours

Additional Electrical Work

The contractor will be required to provide additional electrical maintenance services for electrical equipment not listed in this RFP. Examples include, but not limited to, the flashing beacon system, athletic field lighting, park security lighting, etc. This work shall be performed at the discretion of the City on a time and materials basis in accordance with the unit costs provided listed in Schedule B and C or by a negotiated cost.

Quantity of Units

The Contractor will be provided a list of the location of the existing twenty-five (25) traffic signals, five radar speed feedback signs, and sixteen (16) RRFBs included in the contract after award (Appendix A). The Contractor will report to the City any discrepancies found between the list of traffic signals and RRFBs.

Upgrades

The Contractor will be required to maintain any additional traffic signals, RRFBs, and appurtenant devices as they are installed, or become a part of the maintenance requirements of the City.

Upgrade work may include but is not limited to the following:

1. Replacement of existing non-operative equipment as needed;
2. Enhancing equipment as needed or warranted;
3. When requested by the City, install, modify or upgrade traffic signals, RRFBs or electrical or mechanical traffic control or traffic safety devices;

No upgrade work shall be commenced or undertaken unless authorized in advance in writing by the City. Said written authorization is a condition precedent to the Contractor's entitlement to reimbursement or remuneration for services. Upgrade work or extra work shall be performed in accordance with the most current version of the Caltrans Standard Plans and Caltrans Standard Specifications. This work shall be performed within a specified time limit established by the City and for a mutually agreed upon price.

City will retain the right to perform any additional work by use of City forces or, in the alternative, to advertise such work for bids.

Warranty Service

New traffic signals, RRFBs, radar speed feedback signs, and streetlights shall be covered by Contractor's material and workmanship warranty for one (1) year after acceptance. Where parts or material become defective during this warranty period, the Contractor shall notify the City so that the warranty may be exercised. The Contractor shall be responsible for exercising maintenance and replacement covered by the warranty. At expiration of the warranty, servicing of traffic signals shall be performed in accordance with these specifications.

No additional, or separate, compensation shall be paid for warranty service work. Compensation for reviewing new traffic signals, RRFBs, radar speed feedback signs, and streetlights as identified above will be paid at the hourly labor rates, and vehicle and equipment rates, in accordance with the Cost Proposal, Schedules A, B and C, included in this Solicitation and completed and returned by the Contractor in its Proposal.

Meetings

The assigned technician shall be available to meet with the City's designated representative on a weekly basis or as needed at a mutually agreed upon time and place in the City to review each week's maintenance activities. The assigned supervisor shall be similarly available to meet with the City's designated representative on a monthly basis.

No additional, or separate, compensation shall be paid for attending meetings, which shall be considered as included in the compensation paid for all the various services provided hereunder.

Appendix A: List of current traffic signals, radar speed feedback signs, and RRFBs		
Traffic Signals		
No.	Location	Controller Type/Software
1	Alpine Avenue and Santa Cruz Avenue/Junipero Serra Boulevard	2070/D4
2	Bohannon Drive and Marsh Road/Florence Street	2070/D4
3	Branner Drive and Sand Hill Road	2070/D4
4	Gilbert Avenue and Willow Road	2070/D4
5	Middlefield Road and Ravenswood Avenue	2070/D4
6	Middlefield Road and Ringwood Avenue	2070/D4
7	Middlefield Road and Willow Road.	2070/D4
8	Sand Hill Road and Sharon Park Drive	2070/D4
9	Sand Hill Road and Santa Cruz Avenue	2070/D4
10	Santa Cruz Aveue and University Drive	2070 Naztec/Apogee
11	Laurel Street and Ravenswood Avenue	2070/D4
12	Sand Hill Road and Saga Lane (SLAC)	2070/D4
13	Sand Hill Road and Addison/Wesley (a.k.a.: Sand Hill Road. and IBM)	2070/D4
14	Oak Grove Avenue and Laurel Street	2070/Apogee
15	Durham Street and Willow Road (V.A. Hospital)	2070/D4
16	Oak Avenue/Vine Street and Sand Hill Road	2070/D4
17	Santa Cruz Avenue and Elder Avenue	2070/ Apogee
18	Marsh Road and Bay Road	2070/D4
19	Santa Cruz Avenue at Arbor Road (Pedestrian Signal)	Naztec Micro Controller
20	Willow Road and Coleman Avenue	ATC eX (Nema)/D4
21	Scott Drive and Marsh Road	2070/D4
22	Valparaiso Avenue and University Drive	2070/ Apogee
23	Chrysler Drive at Constitution Drive	2070/D4
24	Chilco Street at Constitution Drive	2070/D4
25	Chilco Street at Meta Driveway	2070/D4
RRFBs		
No.	Main Street	Side Street
1	Ravenswood Avenue	Alma Street
2	Oak Grove Avenue	In front of Menlo Park Post Office
3	Santa Cruz Avenue	Johnson Street

4	Crane Street	Near Valparaiso Avenue
5	Santa Cruz Avenue	Near Sharon Road
6	Santa Cruz Avenue	Olive Street
7	Santa Cruz Avenue	Cotton Street
8	Santa Cruz Avenue	San Mateo Drive
9	Middlefield Road	Linfield Drive
10	Oak Grove Avenue	Merrill Street
11	Chilco Street	East of railroad tracks
12	Encinal Avenue	West of railroad tracks
13	Oak Grove Avenue	Marcussen Drive
14	Santa Cruz Avenue	Lemon Street
15	Valparaiso Avenue	Elder Avenue
16	Valparaiso Avenue	In front of Sacred Hearts School
Radar speed feedback signs		
No.	Main Street	Side Street
1	Sand Hill Road	Fortel (Solar) - EB direction between Saga Lane and Addison Wesley
2	Sand Hill Road	Fortel (Electric)-WB direction between Saga Lane and Addison Wesley
3	Valparaiso Avenue	Near Hoover Street
4	Valparaiso Avenue	Near Robert S. Drive
5	Chilco Street	Belle Haven Elementary School

Proposal for the City of Menlo Park Traffic Signals & Lightings Maintenance Services

May 28, 2026



Providing Solutions 24/7
Presented by:
Cal-West Lighting & Signal Maintenance, Inc.

Page I-5.30

Table of Contents

Table of Contents.....	2
Section 1 – Information/Background on Contractor.....	3
Cal-West Cover Letter	
Company Overview	
Section 2 – Key Personnel/Qualifications	4-12
Response Times / Online Electronic Record System	
Resumes	
Section 3 – Past Experience/References.....	13
Section 4 – Understanding of Scope of Work and Work Proposal.....	14-15
Section 5 – Cost Proposal/Rate Schedule.....	16
Insurance/Warranty	17

City Supplied Attachments

Attachment A: Work References

Attachment B: Rate Schedules

Q&A submission: Set 1 Released via Email 05/22/2026 1:10 PM (PDT) –10 questions



May 28, 2026

Joanna Chen
Transportation Manager
Public Works Department
701 Laurel Street
Menlo Park, CA 94025

Re: RFP for Traffic Signals and Lightings Maintenance Services

Dear Ms. Chen,

Thank you for considering Cal-West Lighting & Signal Maintenance, Inc. as a qualified service provider for your Traffic Signal Maintenance and Street Lighting Repair Services. We appreciate the opportunity to present our experience, capabilities, and commitment to excellence in support of the City's infrastructure and public safety objectives.

Company Commitment and Mission

Our mission is to provide a comprehensive, high-quality maintenance and repair program that ensures reliability, safety, and operational efficiency, while consistently delivering cost-effective solutions. We are dedicated to maintaining critical traffic signal and lighting systems to the highest industry standards.

Relevant Experience and Local Expertise

Cal-West has had the privilege of providing electrical and maintenance services to the City of Menlo Park continuously for the past 17 years. This long-standing partnership reflects our ability to meet and exceed performance expectations while adapting to the City's evolving infrastructure needs.

A key differentiator of our firm is personnel continuity. The same experienced technicians have serviced the City on a daily basis throughout this period. Their extensive familiarity with the City's signal systems, infrastructure, and geographic considerations enables highly efficient diagnostics and repairs. Additionally, our team has developed strong, collaborative relationships with City departments, including Police, Fire, Water, and Public Works.

Operational Advantages

Our deep institutional knowledge and established working relationships provide significant operational advantages, including:

- Rapid response times due to our local presence working in neighboring Cities/Counties
- Efficient troubleshooting and repair with minimal disruption
- Elimination of learning curves typically associated with new service providers
- Proven ability to coordinate effectively with multiple City departments

This foundation allows Cal-West to deliver consistent, reliable, and cost-effective service.

Commitment to Excellence

Cal-West's approach is guided by a strong commitment to technical competence, ethical business practices, and clear, proactive communication. We prioritize transparency, accountability, and responsiveness in all aspects of our service delivery, ensuring alignment with City expectations and project goals.

Conclusion

Cal-West Lighting & Signal Maintenance, Inc. is proud of its long-standing service to the City of Menlo Park and values the trust that has been established over the past two decades. We are enthusiastic about the opportunity to continue supporting the City with electrical, traffic signal, and safety lighting maintenance and repair services.

We sincerely appreciate your consideration and look forward to the opportunity to continue serving the City with the same level of dedication and excellence.

Respectfully,

A handwritten signature in blue ink, appearing to read 'C. Geis', with a long, sweeping horizontal stroke extending to the right.

Craig H. Geis, Jr. - President

Cal-West Lighting & Signal Maintenance, Inc. · 412 Lano Street · San Jose CA · 95125
408-923-1313 office · 408-640-7796 mobile · cgeis@calwestlighting.com



SECTION 1 – INFORMATION/BACKGROUND- COMPANY OVERVIEW

Company Qualifications & Experience Statement

Cal-West Lighting & Signal Maintenance, Inc., established in June 2004 and incorporated in the State of California, is a licensed, bonded, full-service electrical contractor specializing in traffic signal and street lighting systems. Our corporate office, warehouse, and yard are located in San Jose, California. We hold a valid California C-10 Electrical Contractor License (#847901 expires 10/31/2026).

Financial Stability & Responsibility

Cal-West maintains an impeccable record and has never had any bankruptcy, fraud or criminal proceedings, liens or judgments as evidenced on the Dun & Bradstreet and Contractor's State Licensing Board websites. We are in good standing with Dun & Bradstreet (DUNS #17-077-7473) and consistently maintain a Credit Score Class of 1 and a Paydex Score of 80, demonstrating strong financial reliability and responsible business practices.

Relevant Experience & Expertise

With over 22 years of industry experience, Cal-West has become a recognized leader in the maintenance, installation, and repair of traffic signals and street lighting systems. Our firm is widely regarded as a trusted and dependable contractor, delivering high-quality workmanship and responsive service. We have extensive experience working with public agencies, including cities, counties, and municipalities, and have successfully performed under long-term maintenance contracts since our inception. Many of these contracts have been continuously renewed, reflecting our consistent performance and client satisfaction.

Personnel & Technical Capabilities

Cal-West employs a highly qualified workforce with our Top Tier consisting of State Certified Journeyman Electricians. Our team brings over 170 years of combined field and troubleshooting experience in all phases of electrical systems. Our lead technicians possess advanced training and degrees in IT and electronics, enabling them to provide specialized services such as:

- Controller programming and diagnostics
- Traffic signal timing optimization
- System troubleshooting and emergency response

Our personnel are frequently consulted by contracting agencies for technical expertise beyond standard maintenance services.

Commitment to Safety & Performance

Safety, efficiency, and quality are the cornerstones of our operations. Cal-West is committed to maintaining the highest safety standards while delivering timely and effective solutions. By focusing on strategic service areas, we ensure rapid response times and dependable service delivery.

Client Commitment

Our mission is to exceed client expectations through professionalism, integrity, and consistent performance. Cal-West takes pride in building long-term relationships with our clients and remains dedicated to supporting the infrastructure needs of the communities we serve

- Cal-West has consistently signed contracts with Cities/Counties since the start-up of the Company in 2004 and to present day, still performs maintenance services for most of the same Cities and Counties. (many are listed on the references page).



SECTION 2 – KEY PERSONNEL/QUALIFICATIONS

Cal-West is uniquely qualified to continue supporting the City of Menlo Park's traffic signal and street lighting maintenance programs and projects. We take pride in being a high-quality, local contractor that remains mindful of our customers' budgetary needs. Our dedicated team of technicians has consistently worked in Menlo Park for over 17 years, developing a detailed understanding of the City's infrastructure, systems, and history.

Throughout this time, we have built strong working relationships with key City departments, including Public Works, Police, Fire, and Water. This deep familiarity and hands-on experience allow Cal-West to deliver enhanced service levels, faster response times, and efficient, reliable solutions tailored to the City's specific needs.

Below are some highlights of our qualifications:

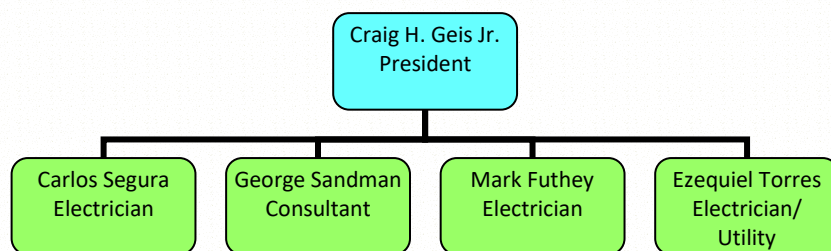
- ✓ **Our emergency response service remains the fastest of many other companies.** Our technicians routinely meet and exceed the required response time frames. Our technicians live within the geographic areas that they service. We have often been called upon from non-contract Cities/Municipalities, when their normal contractor has not responded.
- ✓ Cal-West has dedicated Utility crews that are skilled in Traffic Signal and Street Light construction projects. We routinely complete emergency traffic signal knockdowns and replacements within 24 hours as well as street lighting and controller cabinet replacements due to our vast common stock of materials.
- ✓ We also have Traffic Signal Modification Specialists that can review, consult and program multiple types of controllers and traffic cabinets. Our Specialists have been called upon from our contract Cities/Counties and non-contract Cities/Counties to assist with controller programming and work with their consultants/vendors successfully. We have previously provided in-depth testing for over 90 cabinets for the City of Santa Clara.
- ✓ Cal-West has dedicated street lighting technicians. Cal-West is currently a subcontractor of PG&E supplying back-up support for Electrical Services to include Street-Light Outages and Underground Electrical Troubleshooting and repairs. We have also performed tens of thousands of retrofits of LED street-lights throughout Central and Northern California.
- ✓ Our technicians are extremely experienced with wireless technologies. Cal-West has worked with many Cities and Vendors with the installation and repairs of many types of wireless antennas, radios, transmitters, etc. Cal-West recently completed the installation of 42 Wi-Fi Network Gateway Transceiver Units for the City of Milpitas to receive and report water metering data. Cal-West also recently completed a project with Verizon to install wireless nodes throughout the City of Foster City.
- ✓ Our team assisted the City of Gilroy with an upgrade project at San Ysidro Park. We installed new park lighting poles and LED fixtures. This project was completed ahead of schedule, with little to no interruption to residents utilizing the park and received numerous accolades upon completion of the project.
- ✓ Our team also assisted the City of Watsonville with an RRFB and Speed Radar upgrade project Citywide. We installed numerous new Rapid Rectangular Flashing Beacons and Speed Radar installations with foundations. The project was completed successfully providing improved safety for pedestrians.

SECTION 2 – KEY PERSONNEL/QUALIFICATIONS

Our vast experience of working throughout the Bay Area over the last 22 years has allowed us to develop traffic signal and street lighting maintenance programs to match our Cities/Counties needs including recommendations/installation projects on solar, fiber and wireless technologies. Additionally, working for many different Cities and Counties, enables Cal-West to share different methodologies and enhances our knowledge of the best equipment for the proper application.



Cal-West assigns a dedicated team of qualified professionals specializing in operations, project management, and technical support to every account. By combining their complementary strengths, our team delivers an exceptional and optimum level of service to the Cities and Counties we support. We believe that diversity of thought, creativity, and problem-solving approaches leads to more efficient, effective, and innovative solutions for our clients.



Our team works together to provide the best possible solution for your project needs thus eliminating the need for change order(s). Cal-West stands behind each quote we issue so our clients can safely budget for each project. ***Cal-West has never issued a change order on any quotes/proposals that we provide.***

We begin each project with estimating the scope and purpose. Next we collect data and determine a timeline. A baseline estimate is prepared. Each project is validated and reviewed for additional variables. We generate a final estimate and final project plan is established. Our team works together throughout the entire process to collect the data, project manager(s), provide the estimate and once approved, each project is scheduled and tracked to completion.

- All Cal-West Traffic Signal Technicians/Electricians are at a minimum Level-II or Level-III IMSA Certified.
- All Cal-West Traffic Signal Technicians are Union and State Certified Journeyman Electricians.
- All Cal-West Traffic Signal Technicians have a minimum of Fifteen to Twenty years' experience.
- Cal-West only offers the highest level of Quality and Trouble-Shooting Experience to the Cities we maintain.
- Cal-West does not employ electrical apprentices of any kind at this time.

Cal-West is a Union Contractor, is signatory to the local Electrical IBEW and Labor Unions throughout the Bay Area and pays prevailing wage rates as per the Department of Industrial Relations.



SECTION 2 – KEY PERSONNEL/QUALIFICATIONS

Over the last 22 years, Cal-West has developed a traffic signal and street lighting maintenance and response methodology that is unmatched. Our technicians are customarily assigned to geographical areas in which they also reside. This facilitates the response time to any unforeseen emergency that may occur. ***We have the fastest response times as we service and maintain many of the neighboring Cities to Menlo Park and are able to troubleshoot and repair most issues on the spot, thus reducing the need for multiple call-backs and keeping your cost low.***

Craig Geis will be the Operations Manager for the City of Menlo Park. Mr. Geis has over 30 years of experience and oversees all operations for Cal-West. He is an experienced traffic signal electrician and has a vast working knowledge of field operations.

Carlos Segura is a State Certified Electrician and will be the Superintendent for the City of Menlo Park. He has an Associates Degree in Electronics and over 29 years of experience. Mr. Segura has assisted the City of Menlo Park with its Traffic Signal and Street Lighting repair program for the last 17 years and is extremely familiar with the City's history, infrastructure, traffic signal and street light operations. This greatly enhances the service level to any issues that arise. He is also a Traffic Systems Modifications Specialist and is routinely called upon for traffic signal consulting, traffic controller programming assistance, and cabinet modifications. Mr. Segura has performed numerous inspections, installations, maintenance and repair activities of various types of traffic systems.

Mark Futhey is a State Certified Electrician with a Bachelors Degree in Zoology. Mr. Futhey will be supporting the City of Menlo Park with its Traffic Signal Street Lighting repair needs. He has 25 years of experience in the construction and maintenance of Traffic Signals and Street Lights. He has performed numerous inspections, installations, maintenance, and repair activities of traffic systems to ensure safe and efficient access for the public, including streetlights, traffic signals, street signs, and other traffic control devices

Ezequiel Torres is a State Certified Electrician and is the lead on our Utility Crews. Mr. Torres has a combined work experience in the City of Menlo Park for over 24 years. He will also be assisting the City of Menlo Park with traffic signal/street light pole installations, foundation repairs, crosswalk/RRFB installations, underground troubleshooting issues and any emergency repairs required. He has over 32 years of experience in the construction and maintenance of Traffic Signals and Street Lights.

George Sandman is a State Certified Electrician with an Associates Degree in Electronics and over 30 years of experience. Mr. Sandman will be the traffic signal consultant assisting City of Menlo Park with its Traffic Signal and Street Lighting repair needs. He is also a Traffic Systems Modifications Specialist and is routinely called upon for traffic signal consulting, traffic controller programming assistance, and cabinet modifications.



SECTION 2 – KEY PERSONNEL/QUALIFICATIONS

Cal-West assigns a full suite of qualified team members that specialize in operations, project management and technical support to service our accounts. Our team blends their complementary strengths to provide an optimum service level to our Cities and Counties. We believe in providing your organization with a diversity of thought, creativity, perspectives, and unique problem-solving approaches, which in turn results in more efficient and effective solutions.

RESPONSE AND SERVICE

Cal-West agrees to provide live 24-Hour Emergency phone service and to have Technicians available 24-Hours per-day, seven (7) days per-week to respond to all emergency calls in a timely manner, meeting or exceeding standards set by the City. Cal-West Proposes:

Traffic Signals

1. Emergency and Accident response - - - - - One (1) Hour or less
2. Outages and Signal malfunctions - - - - - Two (2) Hours or less
3. Evening Calls 1600 pm - 0700 am - - - - - Two (2) Hours or less
4. Safety Street-Lighting - - - - - Forty Eight (48) Hours or less

Street-Lighting

1. Emergency and Accident response - - - - - One (1) Hour or less
2. Outages and malfunctions - - - - - Forty Eight (48) Hours or less

Cal-West has current maintenance accounts throughout the Bay Area many of which neighbor the City of Menlo Park. This greatly enhances the “**response time and service level**” to the City as multiple technicians are routinely servicing these Cities/Counties.

▪ On-Line Electronic Record System

Our web-hosted computerized routine and emergency maintenance reporting program was developed and designed by Cal-West in conjunction with our software provider. The program is configured to our specific Traffic Signal Maintenance Programs. Our user friendly system captures full routine maintenance, emergency calls, and all equipment inventory records. Training will be provided at no charge.

- Preventative Maintenance can be customized to the City’s designation
- Work Orders can be submitted electronically 24/7 via web portal
- Documents/Pictures can be attached to each intersection or submitted with a work order request
- This system is available to the City of Menlo Park at no charge.

SECTION 2 – PROJECT STAFFING/TEAM QUALIFICATIONS

CRAIG GEIS – Owner/President/CEO



Craig H. Geis, Jr. provides exceptional leadership and sound management. He has over 20 years of successful management experience in the traffic signal and street lighting environment and challenges each employee to reach their full potential. His principles of safety, operational excellence, customer satisfaction, and above all teamwork sets the foundation at Cal-West. He encourages communication at all levels. His philosophy of work being achieved with integrity, skill, and modesty has fostered an environment of trust and respect.

Prior to starting Cal-West, Craig spent over 11 years ranging from General Electrician to Foreman Electrician to Regional Manager at Republic ITS and Collins Electric Company. He has been a Certified Level II Traffic Signal Electrician since 1996 and is Certified in IMSA Work Zone Safety. He is also experienced in CCTV, card access, burglar/alarm systems. He served in the United States Army as an Aviation Crew Chief with Military Leadership and Training achievements and served in Operation Desert Storm.

- Over 30 years of experience Constructing, Inspecting, Maintaining, Repairing, and Modifying Street-Lighting and Traffic Signals for multiple Counties, Cities, and Towns synonymously throughout the Bay Area.
- Over 28 years experience ranging from Foreman to Senior Electrician/Regional Foreman, running multiple crews and jobs from the Golden Gate to Monterey County, with approx 19 years as the Office/Regional Manager, overseeing all personnel and all work performed along with being the Liaison to the Cities and towns.
- This experience covers Street-Lighting and Traffic Signal construction, inspection, maintenance, service and repair, running emergency calls and making any necessary modifications as requested by the City/County.
- 32 years experience as journeyman electrician
- 30 years experience in street-light, traffic signals
- 4 years experience in burglar/fire alarms, CCTV, and card access systems
- 7 years experience as an Army Aviation Crew-Chief with Military Leadership and training
- Certified IMSA Work Zone Safety and Level II Traffic Signal Electrician since 1996
- Certified Trenching and Shoring since 1999
- Experience troubleshooting and modifying TS1, TS2-1, TS2-2 and 332 Cabinets
- Experience with 170, 2070 and NEMA controllers
- VTA certified
- TSA Member

SECTION 2 – PROJECT STAFFING/TEAM QUALIFICATIONS

CARLOS SEGURA – Superintendent /Traffic Systems Modifications Specialist



Over 29 years of experience constructing , inspecting, maintaining, repairing, and modifying Street-Lighting and Traffic Signals for multiple Counties, Cities and Towns synonymously throughout the Bay Area to include Lab testing, troubleshooting, and repairing Nema and Non-Nema Controllers, Load Switches, Flashers, Audible Peds, as well as testing, repairing, and modifying various types of Traffic Signal and related Controller Cabinets.

- Over 21 years experience as Lead Tech/foreman, running multiple crews, with approx 12 years as the Senior Traffic Signal Technician/Regional Foreman/Superintendent.
- Over 2 years of Lab experience in testing, troubleshooting, repairing, and re-calibration of test equipment such as DMMS, Oscilloscopes, and Spectrum Analysis.
- This experience covers Street-Lighting and Traffic Signal construction, inspection, maintenance, service and repair, running emergency calls and making any necessary modifications as requested by the County.
- Associates of Science Degree in Electronics
- 25 years experience in electronics
- 29 years experience in traffic signals
- 2 years experience in metrology
- 6 years experience installing electronic systems & modifying cabinets thru Synchronex, Inc.

Certifications:

- Union / State Certified Electrician
- IMSA Work Zone Safety and Level III Traffic Signal Technician/Electrician
- Iteris Video Installation and Troubleshooting
- Clary Battery Back-up Installation and Troubleshooting
- Eagle Traffic Systems Installation and Troubleshooting

Experience in:

- The design and production of NEMA traffic signal cabinets
- Testing, troubleshooting, repairing, and modifying TS1, TS2-1, TS2-2, 332, and ATMS cabinets
- Testing, troubleshooting, and repairing to component level 170, 170E, 820, 390, 390CJ, 901, 911, controllers
- Experience with all 170, 2070 and NEMA controllers
- Lab testing and programming of traffic controllers: IDC, Econolite, Eagle, Naztec, 2070, Bi-Trans software
- Installation, testing, and troubleshooting of emergency response systems from 3M, Tomar, and Emtrac
- Installation, testing, and troubleshooting of Copper, Ethernet, Fiber, and wireless communication systems
- Installation and troubleshooting of Myers Battery Back-up Systems

SECTION 2 – PROJECT STAFFING/TEAM QUALIFICATIONS

MARK FUTHEY – Journeyman Electrician/Traffic Signal Technician



- Over 25 years of experience constructing, inspecting, maintaining, repairing and modifying Street-Lighting and Traffic Signals for multiple Counties, Cities and Towns synonymously throughout the United States.
- Over 16 years experience as Lead Tech/foreman, running multiple crews, with approx 10 years as the Senior Traffic Signal Technician/Regional Foreman/Superintendent.
- This experience covers Street-Lighting and Traffic Signal construction, inspection, maintenance service and repair, running emergency calls and making any necessary modifications as requested by the City/County.
- Bachelors of Science Degree in Zoology
- Union / State Certified Electrician
- 25 years experience in Traffic Signals and Street-Lighting
- Certification in OSHA Construction Safety
- Experience troubleshooting and modifying TS1, TS2-1, TS2-2 and 332 Cabinets
- Experience with all 170, 2070 and NEMA controllers
- Certified IMSA Level II Traffic Signal Electrician
- Certified IMSA Work Zone Safety
- Certified Sensys Networks Wireless Vehicle Detection
- Video Camera experience to include Iteris, Econolite, Traficon, etc.
- Battery Backup Units, EVP Units, CCTV, Wireless communications
- Certification in Underground Safety-Southern California Gas Company, Kinder Morgan, Crimson Pipeline, Dig Alert
- Certification in Trench Safety-AGC California
- Certification in Air Basin Fugitive Dust Control-South Coast Air Quality Management District
- US Forest Service Firefighter
- Experience in environmental erosion control and arboricultural training
- Jazz trombonist

SECTION 2 – PROJECT STAFFING/TEAM QUALIFICATIONS

GEORGE SANDMAN – Consultant - Sr. Traffic Signal Technician/Electrician / Traffic Systems Modifications Specialist



- Over 35 years of experience constructing, inspecting, maintaining, repairing and modifying Street-Lighting and Traffic Signals for multiple Counties, Cities and Towns synonymously throughout the Bay Area.
- Over 23 years experience as Lead Tech/foreman, running multiple crews, with approx 9 years as the Senior Traffic Signal Technician/Regional Foreman/Superintendent.
- This experience covers Street-Lighting and Traffic Signal construction, inspection, maintenance service and repair, running emergency calls and making any necessary modifications as requested by the City/County.

- Associates of Science Degree in Electronics
- Union / State Certified Electrician
- 36 years experience in electronics
- 35 years experience in Street-Lighting and Traffic Signals
- Certification in assembly and repair from McDonnell Douglas
- Experience troubleshooting and modifying TS1, TS2-1, TS2-2 and 332 Cabinets
- Experience with all 170, 2070 and NEMA controllers
- Eagle controller training
- Certified IMSA Work Zone Safety
- Naztec TS2 Controller training
- Video Camera experience to include Iteris, Econolite, Traficon, etc.
- Battery Backup Units, EVP Units, CCTV, Wireless communications
- Microprocessor training from Lab-Volt
- Fiber Optics training from Lab-Volt
- 4 years experience designing educational electronic kits
- VTA certified
- TSA Member

Cal-West's top tier of technical knowledge is a key component of the Company's success. The combined top tier knowledge and teamwork of all Cal-West Journeyman Electricians makes Cal-West the "go to" electrical contractor for specialty and hard to fix issues.

SECTION 2 – PROJECT STAFFING/TEAM QUALIFICATIONS

Jaime O. Rodriguez – Traffic Patterns, LLC

On-Call-Transportation Engineer/Transportation Executive



Jaime has 25 years of experience in managing transportation organizations and projects. He started his career in the public sector working for cities across the San Francisco Bay Area and is now the Founding Principal of Traffic Patterns and Co-Founder of several transportation tech start-ups.

- **Traffic Engineering / Transportation Planning**

On call Traffic Engineer to various cities including Foster City, Los Altos, Los Altos Hills, Millbrae, Pleasant Hill, Redwood City, Salinas, Saratoga, and Watsonville

- **Active Transportation**

Bicycle and Pedestrian facility planning and design

- **Traffic Management**

Traffic Control Plan design and site operations management for contractors across California. Expert witness with focus on traffic control operations.

- **Smart City Signals:** IoT Transportation solutions focused on traffic signal operations and Virtual Detection technology

- **SchoolRoutes.org:** Safe Routes to School - Walk n Roll map delivery technology, web portal, and mobile apps.

Chief Transportation Official | City of Palo Alto

2010 - 2014

- Division Manager for Transportation Unit that includes Traffic Engineering, Parking, Active Transportation, Safe Routes to School, and Traffic Signal Management
- Transportation Technology Manager to local start-up developing Smart City and Traffic Management solutions

City Traffic Engineer | City of Milpitas

2004 - 2009

- Division Manager for Transportation and Public Works Streets Maintenance
- Grants Management including identification, development, and implementation of projects.

Capital Projects Specialist | City of San Jose

1997 - 2004

- City Council Liaison for Transportation City Service Area

M.S., Transportation Planning & Management

San Jose State University

B.S., Civil Engineering

San Jose State University

Professional Engineer - Traffic

State of California, TR 2284



SECTION 3 – PAST EXPERIENCE/REFERENCES

Redwood City Adrian Lee (650-780-7468) alee@redwoodcity.org
Traffic Signal/Street Lighting Maint Contract eff. 2/2011 thru present

Foster City Justin Lai (650-286-3271) jlai@fostercity.org
Traffic Signal/Street-Lighting Maint Contract eff. 7/2011 thru present

East Palo Alto Anwar Mirza (650-853-3113) amirza@cityofepa.org
Traffic Signal/Street-Lighting Maint Contract eff. 3/2017 thru present

***The 3 references above are also listed on City Supplied Attachment A. *Cal-West performs maintenance and repair services for many of Menlo Park's neighboring municipalities thus reducing response times as technicians are routinely servicing these areas.**

Menlo Park Phong Vo (650-330-6729) PTVo@menlopark.org
Traffic Signal/Street Lighting Maint Contract eff. 11/2008 thru present

San Carlos Lou Duran (650-802-4144) lduran@cityofsancarlos.org
Traffic Signal and Street Lighting Maint Contract effective June 2012 thru present

San Mateo City John Langi (650-619-9378) Traffic Signal and Street-Lighting
Maintenance Assistance Contract effective 8/2011 thru present.

San Mateo County Tim Cheng (650-599-1481) Traffic Signal On-Call Contract eff. 5/2024 thru present

Union City Eddie Yu, P.E. (510-675-5303) Eddiey@unioncityca.gov
Traffic Signal/Street-Lighting Maint Contract eff. 11/2005 thru present

Newark Vibha Veshmukh (510-578-4256) vibha.veshmuku@newark.org
Traffic Signal/Street Lighting Maint On-Call contract eff. 4/2006 thru present

Milpitas Mike Serpa (408) 586-2634 mserpa@ci.milpitas.ca.gov
Traffic Signal/Street-Lighting On-Call Contract eff. 4/2006 thru present

Morgan Hill Keri Russell (408-776-7333) Keri.Russell@morganhill.ca.gov
Traffic Signal/Street-Lighting Maint Contract eff. 7/2007 thru present

Gilroy Julie Oates (408-846-0219) julie.oates@ci.gilroy.ca.us
Traffic Signal/Street-Lighting Maint Contract eff. 1/2015 thru present

Santa Cruz City Richard Smith (831-420-5522) rsmith@cityofsantacruz.com
Traffic Signal/Street-Lighting Maint Contract eff. 5/2009 thru present

Santa Cruz County Jeffrey De Los Santos (831-454-2698) jeffrey.delosantos@santacruzcounty.us
Traffic Signal/Street-Lighting Maint Contract eff. 8/2005 thru present

PG & E John Sofranac (415-290-7562) Back-up support for Electrical Services
Street-Light Maintenance assistance and Electrical Troubleshooting
effective August 2009 thru present

Cal-West highly encourages contacting our references as we have the utmost confidence in our reputation of Impeccable Maintenance Services within the Cities we maintain.

SECTION 4 – UNDERSTANDING OF SCOPE OF WORK AND WORK PROPOSAL

Cal-West understands the City of Menlo Park's program requirements and is fully prepared to continue providing the **qualified staff, equipment, and resources** necessary to support the City's traffic signal and street lighting systems. Cal-West agrees to furnish **all labor, tools, equipment, and materials** required to properly maintain all signalized intersections and street lighting owned by the City.



The Contract covers the Traffic Signal system, Interconnect system, Safety-Lights, IISNS signs, Battery Back-up system, the Emergency Pre-emption system, CCTV and On-Street masters.

It is understood that all services including labor, tools and equipment, materials furnished, and work performed will be done in a good and workmanlike manner by Cal-West and is subject to the inspection and approval of the City and its inspectors or representatives.

- Cal-West agrees to supply and perform a continuous and comprehensive Routine Traffic Signal and Street Lighting support program and shall maintain a detailed record listing the Date received, the Date serviced, all work performed, and all materials used upon responding to any service call. Any parts found to be worn out or defective in which case could cause a Traffic Signal or Street Light to fail or malfunction will be repaired or replaced with same or equivalent as approved by the City Engineers.
- *Cal-West agrees that any work performed or materials used during the allotted period of Scheduled Maintenance shall have **"NO ADDITIONAL LABOR CHARGE"** and shall cost the rate of materials only.*
- Cal-West shall perform other maintenance related work other than described above as requested and/or directed by the City. Cal-West agrees to provide the same services for the repair, replacement, or servicing of equipment such as interior lighting, wall-pak safety-lighting, in-ground up-lighting, perimeter lighting, parking lot lighting, or any other lighting equipment on any building, land, or property that the City may own and call upon from time to time.
- Cal-West shall designate representatives who will be available to the Engineer for consultation upon request.
- Cal-West shall immediately notify the City's Police/Sheriff Department and the Engineer of any Signal turn-offs or Signal on Flash necessitated by their operations in excess of fifteen (15) minutes.
- Cal-West shall maintain adequate storage and shop facilities and a sufficient stock of fully tested controllers, spare parts and signal equipment to effectively maintain Traffic Signals.
- Cal-West shall either hold in its shop and storage facilities, or deliver to a location designated in the City, any salvageable equipment or material as per direction of the Engineer. Cal-West shall properly dispose of any equipment declared non-salvageable as per direction of the Engineer.
- Permanent repair work of proposals generated from normal maintenance and emergency response shall be completed as soon as possible and in all cases within twenty one (21) calendar days or less, unless extended in writing by the City Engineer.



SECTION 4 – UNDERSTANDING OF SCOPE OF WORK AND WORK PROPOSAL

- ★ Our Company's primary mission is to provide quality maintenance and efficient service call requests. Our focus remains on specific geographical areas and this strategy has proven to be beneficial to our Cities/Counties as it ***greatly enhances our response time without compromising our service levels.***
- ★ Our technicians are customarily assigned to geographical areas in which they also reside. This facilitates the response time to any unforeseen emergency that may occur. We have the fastest response times and are able to troubleshoot and repair most issues on the spot, thus reducing the need for multiple call-backs and keeping your cost low.
- ✓ Cal-West offices and yard are centrally located in San Jose, Ca. Our emergency response calls are answered by a **Cal-West live dispatcher** 24/7 365 days a year and our service remains the fastest of many other companies. Our technicians routinely meet and exceed the required response time frames. We have often been called upon from non-contract Cities/Municipalities, when their normal contractor has not responded.
- ✓ Cal-West trucks are equipped with Altec lifts and portable generators. Each truck is thoroughly outfitted with traffic signal/street lighting replacement parts for most repairs.

Additionally, Cal-West has never issued a change order on any quotes/proposals that we provide. We stand behind our estimates and pricing. Our estimators and project managers review the scope of your project, discuss any details and timelines required to ensure meeting/exceeding our Cities/Counties expectations.

Cal-West maintains an exemplary proven record of performance, having never been terminated from a contract and consistently completing all awarded work successfully.

CLIMATE FRIENDLY BUSINESS PRACTICES

Our effort to create a smaller carbon footprint and support our local community

In the Traffic Signal and Street Lighting world, lots of traffic signals, street light poles, and equipment are knocked down due to accidents or weather phenomenon. Cal-West recycles every piece of equipment either through refurbished and re-use (if salvageable) or recycle centers. In turn, this helps our community as our customer's budgets are funded by our own citizens' tax dollars. Finding creative solutions and staying within or under budget is a win-win for everyone in the community.

Cal-West uses LED lamps for all replacements in traffic signal indications, street/safety lighting and other forms of park/bridge/building lighting. We also only buy "second hand" furniture at the office. Our administrative staff uses Energy Star compliant laptops (use less energy than desktops), share printers and use recycled paper. Our team constantly looks for ways big or small to re-purpose or re-use items and reduce our overall waste.

Cal-West also annually supports local Autism Awareness Walk, Purple Stride Walk to End Pancreatic Cancer, Walk to End Alzheimer's, National Make A Difference Day and the Monterey Bay Aquarium.



SECTION 5 –PROPOSAL COSTS

ROUTINE MONTHLY MAINTENANCE (Traffic Signals)

1. Routine Traffic Signal Maintenance rates are set under the assumption of Routine services being performed within one (1) hour or less per-intersection.
2. **Traffic Signals:** Routine Maintenance of Traffic Signals shall cost the rate of eighty dollars (\$80.00) per-intersection per-monthly inspection.

ROUTINE MONTHLY MAINTENANCE (Lighted Crosswalks/Speed Feedback Signs)

3. **Lighted Crosswalk/Flashing Beacons:** Routine Maintenance of Radar Speed Feedback Signs shall cost the rate of seventy dollars (\$70.00) per-location per-monthly inspection.

*Any work performed or materials used during the allotted period of Scheduled Maintenance shall have
“NO ADDITIONAL LABOR CHARGE”
and shall cost the rate of materials only, listed under “Material Rates”*

Labor and Equipment Billing

- A. Normal Straight-Time rates apply between the day-time hours of: 0700hrs to 1600hrs
Over-time rates apply between the Evening hours of: 1600hrs to 0700hrs
- B. Normal Straight-Time rates apply during normal business hours Monday-thru-Friday
Over-Time rates apply after normal business hours, Weekends, and Holidays
- C. There shall be **no half hour or hour minimum charge** on day-time calls
Labor and Equipment charges for Day-Time calls shall be billed in fifteen (15) minute increments
- D. There shall be a two (2) hour minimum charge for Emergency calls in the Evening hours
Evening calls, after the two (2) hour minimum, shall be billed in fifteen (15) minute increments

Labor:

	<u>Straight-Time</u>	<u>Over-Time</u>
Traffic Signal Technician:	\$ 165.00 / hr	\$ 250.00 / hr
General Laborer:	\$ 85.00 / hr	\$ 150.00 / hr

Equipment:

	<u>Straight-Time</u>	<u>Over-Time</u>
Service (Bucket) Truck:	\$ 30.00 / hr	\$ 30.00 / hr
Crane (Hydraulic) Truck:	\$ 80.00 / hr	\$ 80.00 / hr
Dump Truck:	\$ 25.00 / hr	\$ 25.00 / hr

Material Rates

MATERIALS: All material rates shall be set at invoice cost plus an overhead mark-up of: **10%**



INSURANCE AND WARRANTY

INSURANCE:

Cal-West shall carry and maintain, for the life of this agreement, general liability, and property damage Insurance of not less than \$2,000,000.00 for injuries including accidental death, for any one person, full workers compensation coverage, and \$1,000,000.00 automobile liability. The City of Menlo Park shall be listed as an additional name insured and will possess a copy of the certificates mentioned above.

BONDS:

Cal-West shall bear all costs for any and all types of Performance, Labor, and Material Bonds, or any other Bonds that may be associated with and throughout the term of any contract.

WARRANTY:

It is understood that all services including labor, tools and equipment, materials furnished, and work performed will be done in a good and workmanlike manner by Cal-West and is subject to the inspection and approval of the City and City inspectors or representatives. Any parts found to be worn out or defective in which case could cause a Traffic Signal to fail or malfunction will be repaired or replaced with same or equivalent as approved by the City Engineers.

Cal-West Lighting & Signal Maintenance, Inc. extends a **"Lifetime"** guarantee/warranty covering all work performed. If anything arises in any way due to our installation or craftsmanship, we will drop what we are doing and immediately rectify the situation at no cost to the City.

Cal-West is unable to guarantee parts or materials beyond the manufacturers warranty and expressed limitations and all materials installed will be covered under their respective manufacturers warranty period.

****Cal-West has never failed to satisfactorily complete any work awarded.**

*****Cal-West is a highly flexible Contractor and is always open to negotiations of any part of any Contract during the term of that Contract.**



City Supplied Attachments:

- Attachment A: Work References
- Attachment B: Rate Schedules
- Q&A submission: Set 1 released via Email
5/22/2026 1:10 PM (PDT) 10 questions

WORK REFERENCES

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740



Background	
Provide locations and contact information regarding at least three (3) projects or services that have been completed by your company in the last five (5) years within the San Francisco Bay Area. Examples are to be of a similar type of work you are bidding on and with a public agency. Please provide a list of references on a separate sheet of paper if different than the ones listed below.	
Project I	
Location and for Agency performed:	City of Redwood City - Redwood City, CA
Contact person's name:	Adrian Lee
Contact phone number:	650-780-7468
Contact Email address:	alee@redwoodcity.org
Year performed:	2/2011- to present
Type of work performed:	Traffic Signal/Street Lighting Maintenance contract includes USAs, crosswalks, RRFBs, parks, etc.
Contract amount:	\$1,364,550/yr
Project II	
Location and for Agency performed:	City of Foster City - Foster City, CA
Contact person's name:	Justin Lai
Contact phone number:	650-286-3271
Year performed:	7/2011 to present
Type of work performed:	Traffic Signal/Street Lighting Maintenance contract includes USAs, crosswalks, RRFBs, parks, etc
Contract amount:	\$172, 450/yr
Project III	
Location and for Agency performed:	East Palo Alto
Contact person's name:	Anwar Mirza
Contact phone number:	650-853-3113
Year performed:	3/2017 to present
Type of work performed:	Traffic Signal/Street Lighting Maintenance contract includes crosswalks, RRFBs, parks, etc.
Contract amount:	\$80,020/yr
Signature	
Print name:	Craig H. Geis Jr.
Signature:	<i>Craig H. Geis Jr.</i>
Date:	May 28, 2026

RATE SCHEDULES

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740



Cost Proposal Schedule A - Flat Rate Maintenance Schedule					
Proposal Item No.	Description	Quantity	Unit	Unit Price	Monthly Amount
1.	Preventative Maintenance: (Traffic Signal System includes Safety Lights)	25	Per intersection per month	\$ 80.00	\$ 2000.00
2.	Preventative Maintenance: (Street Lights, Downtown Parking Lot Lights, City Park Pathway Lights)	2,300	Per location per month	\$ 1.25	\$ 2875.00
3.	Preventative Maintenance: (RRFBs)	16	Per location per month	\$ 70.00	\$ 1120.00
4.	Preventative Maintenance: (Radar Speed Feedback Signs)	5	Per location per month	\$ 70.00	\$ 350.00
5.	Underground Service Alert – USA: (Dig Alert Service)	n/a	Per USA per month	\$ 100.00	\$ 100.00
Total proposal items (1, 2, 3, 4, and 5) per month				\$ 6445.00	
Total proposal items (1, 2, 3, 4, and 5) per year				\$ 77,340.00	
Special Note: When the City accepts new equipment into service, equipment will be included in the contract at no additional cost and scheduled repair at proposed unit rates for other maintenance as for existing traffic signals, streetlights, park lights, radar speed feedback signs, RRFBs, commencing on the date of acceptance of the installation. The Contractor shall, upon notification by the City, immediately commence servicing such traffic signals, streetlights, radar speed feedback signs, and RRFBs. Parts shall not exceed a 10% markup.					
Additional Work (Furnish & Install)					
Item No	Description	*Below cost are based on 1 hour labor + material, excluding tax/markup		Unit Price	
1.	Vehicular 12" Red LED Replacement – Normal Working Hours	60.00 lamp cost only		\$ 255.00	Per lamp
2.	Vehicular 12" Red LED Replacement – Overtime Hours			\$ 340.00	Per lamp
3.	Vehicular 12" Yellow LED Replacement – Normal Working Hours	65.00 lamp cost only		\$ 260.00	Per lamp
4.	Vehicular 12" Yellow LED Replacement – Overtime Hours			\$ 345.00	Per lamp
5.	Vehicular 12" Green LED Replacement – Normal Working Hours	105.00 lamp cost only		\$ 300.00	Per lamp
6.	Vehicular 12" Green LED Replacement – Overtime Hours			\$ 385.00	Per lamp
7.	Pedestrian LED Replacement – Normal Working Hours	210.00 lamp cost only		\$ 405.00	Per lamp
8.	Pedestrian LED Replacement – Overtime Hours			\$ 490.00	Per lamp

Cost Proposal Schedule B – Unscheduled/Emergency Work		
The position titles and descriptions listed hereon may not accurately reflect the position titles and descriptions of employees. For those positions that are not employed by your contractor, cross out and mark as "NIA" to indicate that the position is not applicable to the services to be provided by your contractor.		
	Hourly Straight Time	Hourly Overtime
Operations Superintendent All repair work, both field and laboratory, subject to his approval and direction	\$ 165.00	\$ 250.00
Engineering Technician Provides liaison, assists traffic engineer on systems and provides technical data.	\$ 165.00	\$ 250.00
Crew Leader Primary duties are to field troubleshoot and repair field wiring, cabinet wiring, controllers, and perform routine duties of Preventative maintenance.	\$ 165.00	\$ 250.00
Traffic Signal Technician – Field Primary duties are to field troubleshoot and repair field wiring, cabinet wiring, controllers, and perform routine duties of Preventative maintenance.	\$ 165.00	\$ 250.00
Traffic Signal Technician – Laboratory Performs complete repair and maintenance of all controllers, detectors, and associated devices that are brought from the field for repairs.	\$ 165.00	\$ 250.00
Traffic Signal Person Primary duties are as directed by lead person in assisting field technicians and accomplishing preventative maintenance procedures as directed.	\$ 165.00	\$ 250.00
Traffic Signal Laborer Primary duties are to assist the signalman and crew in knockdown repairs and modifications as directed.	\$ 85.00	\$ 150.00
California Licensed in-house Professional Traffic or Civil Engineer Primary duties are to provide expertise in traffic signal design modifications (in an event of a knockdown), timing programming, foundation design, and ad-hoc engineering work.	\$ 225.00	\$ N/A
Special Note: The flat rate fee per intersection represents total compensation for all labor and materials necessary to provide routine "Preventative Maintenance" work as described herein; and for assigning technicians as necessary to provide routine preventative maintenance, scheduled repair, and to respond to unscheduled/emergency work ("Extra" Work during or after regular working hours (7:00 AM to 5:00 PM, Monday through Friday)).		

Cost Proposal Schedule C - Vehicle and Equipment Schedule		
Unscheduled/emergency work ("extra work") The vehicles and equipment listed hereon may not accurately reflect the rolling stock used by your contractor. For those vehicles and equipment that are not used by your contractor, cross out and mark as "N/A" to indicate that the vehicle or equipment is not available or necessary for the services provided by your contractor.		
Personal Vehicle	\$ No Charge	Per Hour
Pick-up	\$ No Charge	Per Hour
Service Truck - Dump	\$ 25.00	Per Hour
Service/Ladder truck	\$ N/A	Per Hour
Boom/Ladder truck	\$ N/A	Per Hour
Crane truck	\$ 80.00	Per Hour
Altec/Tesla Truck (hydraulic type – man lift)	\$ 30.00	Per Hour
Air Compressor	\$ No Charge	Per Hour
Big Concrete Saw	\$ No Charge	Per Hour
Portable Generator	\$ No Charge	Per Hour
Any equipment not listed will be charged per current Caltrans equipment rates. The City will pay a maximum travel time of one hour in each direction.		
Material Mark-up: 10% Material mark-up will not exceed 10% of supplier's invoice price (cost) that will be furnished to the City in any cost proposal for unscheduled/emergency work ("Extra Work"), or upgrades.		
Special Note: The flat rate fee per intersection represents total compensation for all vehicles and equipment necessary to provide routine "Preventative Maintenance" work as described herein, unless additional or separate payment for repairs or unscheduled work is otherwise authorized.		
After reviewing each proposal, the City will notify each Consultant in writing. The City reserves the right to complete the selection project without proceeding to an interview phase, and the City may choose to select a consultant based upon information supplied in the proposal.		

RFP - Traffic Signals and Lightings Maintenance Services 2026-051426

Q&A Deadline May 19, 2026 5:00 PM (PDT)

Set 1 Released via Email 05/22/2026 1:10 PM (PDT) – 10 questions

1.1 Please describe what activities are included in the flat fee for PM streetlights. Is the time for troubleshooting power outages, replacement of fixtures, fuse replacements, etc considered extra work or included in the flat fee? If labor and material is not to be considered extra, please provide historical information of outages per month. It is virtually impossible to provide a fair bid without prior knowledge.

Answer The flat monthly fee covering routine Preventive Maintenance (PM) for city-owned streetlights, downtown parking lot lights, and park pathway lights. The work include:

1. Visual Inspections & Diagnostic

- Structural Hardware Integrity Checks: Visual assessments of the poles, mast arms, bases, and luminaire housings for physical damage, corrosion, structural degradation, or leaning.

2. Basic Component Testing & Adjustments

- Control Testing: Testing and cleaning photoelectric cells (photocells) and time clocks that automate the on/off cycles based on daylight availability.

- Tightening & Aligning: Securing loose luminaire access doors, hardware, handhole covers, and leveling misaligned mast arms or fixtures to ensure proper light distribution on the roadway or sidewalk.

3. Cleaning & Environmental Upkeep

- Optical Maintenance: Cleaning dirty glassware, refractors, and lenses to prevent lumen depreciation (dimming caused by dirt buildup).

- Debris Removal: Clearing out nests, insect infestations, and overgrowth immediately impacting the fixture housing or interfering with light output.

Average for outage reported per month is approximately 25.

Troubleshooting of power outages, fixture replacements, fuse replacements, and similar repair work resulting from normal wear and tear or routine system malfunction are considered part of the flat fee labor. However, associated material costs for replacement parts and equipment are separately chargeable to the City.

1.2 Please describe what is included, not chargeable as extra to City, in Proposal Item NO. 2 - PM Streetlights? If there are outages, is the labor and material associated with the outage repair chargeable? How is outages due to power addressed? is the time troubleshooting power outages chargeable? If not, what is the outage rate per month?

Answer Scheduled repair maintenance includes repair or replacement of equipment and components that have failed, deteriorated or malfunctioned from normal operation. If the outage is not due to malfunction from normal operation, it may be chargeable. If it is, per current proactive, labor is not chargeable but material is.

Hazard Mitigation: The Menlo Park Fire Protection District and Police Department handle life-threatening situations, such as live downed power lines.

Public Works Response: The City's Public Works department is dispatched to handle secondary hazards triggered by the power loss, such as clearing fallen trees blocking roads or managing mudslides and storm drains.

PG&E is responsible for restoring the actual electrical service including repair power lines or handle grid restoration.

Extensive power/circuit issues are extra charge and a quote should be share with the City prior to the repair.

1.3 Does the 2,300 count include PG&E owned facilities? What percentage of fixtures are LED vs HPS?

Answer It does not include PG&E facilities. Approximately 70% are LED and 30% are HPS.

1.4 We have our own fiber team. How much fiber work should be expected? Please clarify the expected maintenance scope for the fiber communication work. Is there expected fiber testing/splicing, OTDR diagnostics, network switch maintenance, emergency fiber restoration?

Answer The City has one fiber line for signal interconnections along Sand Hill Road. Testing, splicing, emergency fiber restoration are needed when we have issue with communication or when contractors accidently hit our line during construction.

1.5 Are there any known deferred maintenance items the City and the current maintenance contractor is currently dealing with? If so, what order magnitude is the issue?

Answer Yes, we do have a deferred maintenance item. It is at Loma Prieta Ln. The City is currently aware of a limited deferred maintenance item involving a streetlight electrical issue that requires tracing the power source. Resolution has been delayed due to the need for coordination and access involving private property.

1.6 Can the City provide historical emergency call volumes for the last 3 years?

Answer The City does not have readily compiled historical emergency call volume records available at this time. The City estimates approximately 5 to 10 emergency calls per year.

1.7 Can the City provide historical annual maintenance costs for: routine maintenance, emergency work, USA marking volume, and materials reimbursement?

Answer Average annual maintenance cost in the last 3 years was \$205,000.

1.8 Can the City provide incumbent contractor information? Current rate schedule?

Answer Refer to item #1.

1.9 Is the city interested in ensuring/updating front-page and clearance intervals as part of this project? Or emergency or other detour signal timing changes?

Answer No, these items are not part of this project.

1.10 Could you please provide the name of the City's current maintenance service provider? Additionally, we respectfully request that the current contract rates be made publicly available for review.

Answer Cal-West Lighting and signal Maintenance is our current maintenance service provider. Staff Report #19-116-CC includes current contract rates
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2019-meetings/agendas/20190604-agenda-packet_page-numbers-compressed.pdf

 **VENDORLINE**
POWERED BY PLANETBIDS
Search & Bid on Thousands of Contracts
www.vendorline.com

PLANET

BIDS