



SUBMIT BID ON THIS COPY

City of Hawthorne

REQUEST FOR PROPOSALS ON-CALL TRAFFIC CONTROL SERVICES

CITY OF HAWTHORNE

ENGINEERING DIVISION

4455 W. 126TH Street, Hawthorne, CA 90250

dtorado@cityofhawthorne.org



Request for Proposal (RFP)

Cover Page

City of Hawthorne, CA

On-call Traffic Control Services

RFP TITLE

PURPOSE

The City of Hawthorne (“City”) is requesting proposals from qualified contractors to provide on-call traffic control services throughout the City of Hawthorne on an as-needed basis. Services may include planned and emergency traffic control operations supporting utility work, roadway construction, public works maintenance activities, special events, and other City operations.

The selected contractor(s) shall furnish all labor, supervision, vehicles, traffic control devices, equipment, permits, and materials necessary to perform traffic control services in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and all applicable federal, state, and local regulations.

DEADLINE FOR RFP SUBMISSION

Tuesday, June 9, 2026
2:00 P.M. Pacific Standard Time

ORIGINAL PROPOSALS ONLY
LATE OR UNSIGNED PROPOSALS WILL BE REJECTED

SUBMIT RFP TO THIS ADDRESS

CITY OF HAWTHORNE
Dweejal (DJ) Torado
Email: dtorado@cityofhawthorne.org

SPECIAL INSTRUCTIONS

- ❑ **Submit one original with required forms**

DIRECT ALL INQUIRES TO	NAME	Dweejal (DJ) Torado
	TITLE	Associate Traffic Engineer
	EMAIL	dtorado@cityofhawthorne.org
DATE RFP ISSUED: 5/28/2025		

1. INTRODUCTION

The City of Hawthorne is soliciting proposals from qualified and experienced contractors to provide traffic control services on an on-call basis for City projects and operations through June 30, 2029.

Services shall be provided on an as-needed basis and may include routine scheduled work, emergency response services, after-hours work, weekend work, and holiday work.

The City reserves the right to award contracts to one or multiple vendors.

2. CONTRACTOR REQUIREMENTS

The selected contractor shall:

- Hold a valid California contractor license applicable to traffic control services
- Maintain current DIR registration
- Comply with prevailing wage requirements
- Maintain all required insurance coverage
- Provide certified and qualified traffic control personnel
- Be capable of emergency response within required response times
- Follow all Caltrans and CA MUTCD requirements
- Obtain all permits required for lane closures and traffic control operations

3. SCOPE OF WORK

The Contractor shall provide traffic control services throughout the City of Hawthorne for roadway construction, utility operations, maintenance work, emergency repairs, and special event operations.

Services may include but are not limited to:

- Traffic control plan preparation
- Lane closures
- Flagging operations
- Temporary traffic control setup and removal
- Portable message board deployment

- Arrow board deployment
- Pedestrian traffic control
- Pilot vehicle operations
- Temporary lighting
- Emergency response traffic control services

All work shall comply with:

- California MUTCD
- Caltrans Standards
- OSHA requirements
- City of Hawthorne requirements
- All applicable federal, state, and local laws

4. Work Schedule

Services will generally occur during normal City business hours:

Monday – Friday
7:00 AM – 5:00 PM

However, the Contractor must also provide services on an as-needed basis including:

- Nights
- Weekends
- Holidays
- Emergency response situations

The Contractor must maintain a 24-hour contact number.

The Contractor must:

- Respond verbally within thirty (30) minutes of request
- Arrive on-site within two (2) hours for emergency response services

5. TRAFFIC CONTROL SERVICES

The Contractor shall furnish all labor, vehicles, equipment, traffic control devices, and materials necessary to safely establish and maintain traffic control zones.

Services may include:

Lane Closure on Multilane Roads

Daily (Up to 8 Hours)

- Overtime (>8 Hours)
- Night Work

Lane Closure on Conventional Roads

- Daily (Up to 8 Hours)
- Overtime (>8 Hours)
- Night Work

Lane Closure on Two Lane Roads

- Daily (Up to 8 Hours)
- Overtime (>8 Hours)
- Night Work

Additional Equipment

- Arrow boards
- Portable changeable message signs
- Portable light towers
- Traffic cones and delineators
- Crash attenuators
- Temporary signage
- Pedestrian control devices

Additional Services

- Pedestrian control crew
- Traffic control plan preparation
- Emergency on-call traffic control response

The Contractor shall ensure sufficient staffing and equipment are available for multiple simultaneous job sites.

6. PREVAILING WAGE REQUIREMENTS

This project may constitute a public works project pursuant to California Labor Code Section 1720.

Contractors shall comply with all applicable prevailing wage laws, including but not limited to:

- DIR registration
- Certified payroll
- Apprenticeship requirements
- Labor Code Sections 1770–1780

7. PROPOSAL REQUIREMENTS

Proposals shall include:

1. Cover Letter
2. Table of Contents
3. Company Background
4. Relevant Experience
5. Staffing Qualifications
6. DIR Registration
7. Insurance Documentation
8. References
9. Emergency Response Plan
10. Cost Proposal
11. Signed Proposal Affidavit
12. Non-Collusion Affidavit

8. SELECTION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
- Ability to provide emergency response
- Cost competitiveness
- Staffing and equipment availability
- References
- Understanding of scope
- Compliance with RFP requirements

9. GENERAL TERMS

The City reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Award contracts to one or multiple vendors

Schedule of Events

Release of RFP: May 28, 2026

Deadline for Submission of Questions: June 3, 2026

Proposal Submission Deadline: June 9, 2026 at 2pm PST

Submission Instructions

Proposals must be submitted by 2:00 p.m. PST on June 9, 2026. Late submissions will not be considered. Submit one (1) original with a wet signature.

Email to:
Dweejal (DJ) Torado
dtorado@cityofhawthorne.org

Time is of the essence, and any Proposal received after the above-referenced time and date for submittal, whether by mail or otherwise, will be rejected and returned to the Proposer unopened. It is the sole responsibility of the Proposer to ensure that its Proposal(s) is received before the submittal deadline and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFP precludes the City from extending the deadline for submission of Proposals, or from requesting additional information at any time during the Proposal evaluation process.

Certification of Debarment

By submitting a proposal, proposers certify that they are not currently debarred or suspended from any federal programs. Lower-tier subcontractors must also be verified.

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this assisted project. The bidder is to provide a Data Universal Numbering System (DUNS) number. The bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certification of Offerer/Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

Requests for Clarification or Correction

Submit written requests for clarification or correction to:

Email to:
Dweejal (DJ) Torado
dtorado@cityofhawthorne.org

Requests must be received by **June 3, 2026**. Oral communications are non-binding.

Prevailing Wage Requirements

Comply with California Labor Code Sections 1770–1780. Contractors must pay prevailing wages and provide certified payrolls as specified by the Department of Industrial Relations.

RFP Addenda:

Any modifications to this RFP shall be made and distributed by written addendum. Addenda issued by the City interpreting or modifying any portion of this RFP shall be incorporated in the Proposal. The Addenda Cover Sheet shall be signed and dated by the Proposer and submitted to the City with the Proposal. Any oral communications concerning this RFP by City personnel are not binding on the City, and shall in no way modify this RFP or the obligations of the City or any Proposers. If an addendum is issued, a copy of the acknowledgement form must be submitted with proposal.

Certified Payrolls

Pursuant to provisions of the Labor Code Section 1770, et. seq. of the State of California, the Director of the Department of Industrial Relations has ascertained the prevailing rate of per diem wages of the locality in which the Work is to be performed and applicable to the work to be done. Copies of these wage determinations are on file with the City.

Bidders shall promptly notify the City in writing about all classifications of labor not listed in the prevailing wage determinations but necessary for the performance of the Work, before bids are submitted.

The said rates shall include all employer payments that are: required by Section 1773.1 of the Labor Code. The City will furnish to the Contractor, upon request, a copy of such prevailing rates. It shall be the duty of the Contractor to post a copy of such prevailing wages at the job site.

For each worker paid less than the stipulated rate in the execution of the Contract by the Contractor, or any subcontractor under the Contractor, in violation of the provisions of the Labor Code, and in particular, Section 1770 to Section 1780, inclusive, the Contractor shall be subject to the provisions and penalties of Section 1775 of the Labor Code. In addition to said penalty, and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amounts paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the stipulated prevailing rate shall be paid to each worker by the Contractor.

The wage rates set forth are the minimum that may be paid by the Contractor. Nothing herein contained shall be construed as preventing the Contractor from paying more than the minimum set forth. In lieu of that specified in section 7, Wage Rate Determination of "Instructions to Bidders and Notice to Bidders" the prevailing wage rate for the project shall be in accordance with the State prevailing wage rates.

No extra compensation whatever shall be allowed by the City due to the inability of the Contractor to hire labor at the minimum rate nor for any necessity for payment by the Contractor for subsistence, travel time, overtime, or other added compensation, all of which possibilities are elements to be considered and ascertained to the Contractor's own satisfaction in preparing the bid.

If it becomes necessary to employ a craft other than those listed, the Contractor shall notify the City immediately and the City will obtain the additional prevailing rate from the Director of the Department of Industrial Relations and the rate thus determined shall be applicable as a minimum at the time of initial employment.

COST PROPOSAL

Please provide pricing for the following services:

Description	Weekday Rate	Weekend Rate	Holiday Rate
Lane Closure – Arterial Roads Daily			
Lane Closure – Arterial Roads Overtime			
Lane Closure – Arterial Roads Night Work			
Lane Closure – Collector Roads Daily			
Lane Closure – Collector Roads Overtime			
Lane Closure – Collector Roads Night Work			
Lane Closure – Residential Roads Daily			
Lane Closure – Residential Roads Overtime			
Lane Closure – Residential Roads Night Work			
Additional Arrow Board			
Portable Message Board			
Portable Light Tower			
Pedestrian Control Crew			
Traffic Control Plan Preparation			
Emergency Response Mobilization			

If annual pricing adjustments are proposed, provide separate rate sheets for:

- 2026
- 2027
- 2028

Signature

Company Name

Print Name

Company Address

Title

City St. Zip

Telephone #

Fax #

Federal Tax ID: _____

DUNS number: _____

URL/Email Address _____

**NONCOLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

State of California)
)ss
County of)

_____, being first duly sworn,
(Name)

deposes and says that he or she is _____ of

_____ the party making the foregoing bid, the

bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay, any fee to any corporation, partnership, company association, organization, bid depository or to any member or agent thereof to effectuate a collusive or sham bid.

Name of Firm / Company

**Type of Organization:
Partnership, Individual, or Corporation**

Bidder's Name (Please print)

Bidder's Authorized Signature

Bidder's Title

Dated

Attachment 1

PROPOSER'S AFFIDAVIT

COUNTY OF LOS ANGELES

_____ being first duly sworn, deposes and says:

1. That he/she is the _____ of _____
(Title of Office) *(Name of Company)*

Hereinafter called "Proposer," who has submitted to the City of Hawthorne a proposal for On-Call Traffic Control Services.

2. That the proposal is genuine; that all statements of fact in the proposal are true;
3. That the proposal was not made in the interest of behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Hawthorne, or of any other Proposer, or anyone else interested in the proposed contract;
5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Hawthorne. Or of any other Proposer or of anyone else interested in the proposed contract;
6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or materialman, which is not processed through that proposal depository; or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Hawthorne, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.

8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated the ____ day of _____, 20____.

(Proposer's Signature)

(Title)

Attachment 2

INSURANCE REQUIREMENTS

Insurance Requirements:

Below you will find the City of Hawthorne's Insurance Requirements:

1) Commercial General Liability

Commercial General Liability (equivalent in coverage scope to Insurance Services office, Inc. (ISO) form CG 00 01 11 85 or 11 88) an amount not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad from contractual liability, and cross liability protection. The "City of Hawthorne, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. (ISO forms CG20 10 11 85 of CG 20 26 1185.

2) Automobile Liability

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the contractor or consultant, the contractor or consultant should provide a written request for waiver of this requirement.

3) Workers' Compensation and Employer's Liability

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident.

SPECIAL INSURANCE REQUIREMENTS:

1. City of Hawthorne named as additional insured.
2. 30-day non-equivocal clause stating the insurance will not be cancelled or materially changed prior to written notification to the City Clerk of the City of Hawthorne.
3. Strike the equivocal line of your cancellation clause which reads "... endeavor to ..." and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company."

ENDORSEMENT:

Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or any other endorsement now or hereafter attached thereto, or made a part thereof, the protection afforded by said policy shall:

1. Include the City of Hawthorne as an additional insured covering all operations of the insured or contractors and subcontractors or anyone acting on their behalf under the contract with the City for work in or about the said City, whether liability is attributable

to the insured or the City. (To include the elected officials, appointed officials, and employees.)

2. Not be cancelled or changed, except by written notice to the City Clerk and City Attorney of the City of Hawthorne at least thirty (30) days prior to the date of such cancellation.
3. No exclusion relating to the risks of underground hazard, collapse, or explosion shall act to the limit the benefits of coverage, as they shall apply to the City of Hawthorne as provided in this endorsement.
4. The insurance afforded the City, Boards, Officers, Agents and Employees shall be primary insurance and not contributing with any other insurance of the City.

If you should have any questions, please contact Public Works at 310-349-2980.



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No.):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: Cert ID 3010

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Deductible-NONE GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	GL08311600-16	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y	Y	BAP8311599-16	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			TUE 3028750 00	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC8311601-16	03/01/2019	03/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

The City of Hawthorne, etal 4455 West 126th Street Hawthorne CA 90250	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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