

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE  
FOR  
GENERAL TRAFFIC ENGINEERING SERVICES**

**INTRODUCTION**

The contract will be for professional services as defined herein. The City of Dalton Gardens, hereinafter "the City" reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the sole discretion of the City, to include any or all of the below listed services, or others not listed. Monies expended in responding to this RFQ will not be reimbursed.

**SCOPE OF WORK**

The City seeks to hire a General Traffic Engineer to provide traffic engineering services in the City. These services may include, but are not limited to, creating a master transportation plan, conducting traffic impact studies, conducting roadway capacity studies, developing and designing strategies for traffic reduction, implementing strategies for traffic reduction, and warranting and siting of roadway signage for traffic reduction.

We are seeking services to assess our current facilities and provide a functional, economical and sustainable analysis for reducing traffic throughout the City and protecting the City's roadways.

The scope of services for the may include, but will not be limited to, the following:

1. Assist the City with planning studies; specifically, the Traffic Engineer may prepare a master transportation plan, right-of-way improvement plans, facility plans and roadway capacity plans, or traffic impact studies.
2. Perform traffic engineering designs for public works and/or infrastructure projects including preparation and submittal of plans and specifications for strategies to reduce traffic.
3. Assist the City with bidding projects. Provide the City with contract and bid documents in order to seek and award qualified contractors for Public Works projects.
4. Provide the City with surveying, on-site resident project representation, construction management, and contract administration services.
5. Assist the City in obtaining and administer project funding from grant, state and/or federal funding agencies that other City contracted agencies do not administer.

The selection process will be in compliance with Idaho Code Section 67-2320 Professional Service Contracts with Design Professionals Construction Managers and Professional Land Surveyors.

## **REQUIRED SERVICES**

### **A. General Traffic Engineer Services.**

The City is requesting submittals for General Traffic Engineering services.

The Engineer shall be licensed to practice and conduct business in the State of Idaho. All other members shall be properly licensed and/or registered as required by applicable laws, rules and regulations.

The Engineer will be required to meet monthly with Mayor and Council for the purpose of providing a verbal report regarding the previous month's progress.

## **CONTRACT LIMITATIONS**

- A. All firms are advised that some of the services may not be required and that the City reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- B. The Engineer shall be licensed to conduct business in the State of Idaho.
- C. The Engineer, with regard to the work performed by him/her or her/his employees, contractor or subcontractors during the term of the contract, shall not discriminate on the grounds of race, color, gender, religion, or national origin in the selection and retention of employees, of subcontractors, or in the procurement of materials, machinery, or other equipment.
- D. The Engineer shall not have a conflict of interest, or contract for or accept employment for the performance of any work with any individual, business, cooperation or government unit that would create a conflict of interest with the City.
- E. **Confidential/Proprietary Information:** Idaho Public Records Law, Idaho Code Title 74, Chapter 1, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a

state or local agency regardless of the physical form or character. ALL, OR MOST, OF THE INFORMATION CONTAINED IN YOUR RESPONSE TO THIS RFQ WILL BE A PUBLIC RECORD SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. If you consider any element of your submission to be a trade secret, or otherwise protected from disclosure, you MUST so indicate by marking EACH PAGE of the pertinent document. Include the specific basis for your request that it be treated as exempt from disclosure. Marking your entire bid or proposal as exempt is not acceptable or in accordance with the bid documents or the Public Records Act. In addition, a legend or statement on one (1) page that all or substantially all of the response is exempt from disclosure is not acceptable and WILL NOT BE HONORED. PRICES QUOTED IN THIS RFQ ARE NOT A TRADE SECRET. The City, to the extent allowed by law and in accordance with this RFQ, will honor a request of nondisclosure. You will be required to defend any claim of trade secret or other basis for nondisclosure in the event of an administrative or judicial challenge to the City's nondisclosure. Any questions regarding the applicability of the Public Records Law should be addressed to the Division of Public Works or should be presented to your own legal counsel -- PRIOR TO SUBMISSION.

## **SELECTION PROCESS**

- A. A Selection Committee will be assembled to review the submittals, possibly interview selected shortlist candidates, and select the successful firm. Members of the selection committee will include the Mayor, the City Clerk, members of the Dalton Gardens City Council (hereinafter Council), and may also consist of, but are not limited to, Planning and Zoning staff an independent architect/engineer, and/or other individuals appointed by the City.
- B. The selection of an Engineer shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.
- C. The selection may be based solely on the proposal information submitted and any necessary investigation of the information provided. The selection committee may also, at its sole discretion, conduct interviews from a shortlist of select candidates.
- D. All Statements of Qualifications and Experience submitted shall become the property of the City and may thereafter be used by the City, without

compensation to the proposers, for any lawful purpose.

- E. The contents of any proposal shall not be disclosed so as to be available to competing proposers during the negotiations process.

## QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise, and general credentials. Individual resumes, awards, associations, etc., may be included.

The City reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past clients, Engineers, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of candidate.

- B. **Specific Qualifications:** List the team expected to accomplish this work, including anticipated Engineers. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, experience, and time employed with the group. State the availability of the team to proceed with project. Provide a list of at least five (5) similar projects you have completed, with brief descriptions, which show ability to complete projects of this scope.

For each project state: the name of the project, the date the project was commenced, the date when the project was closed-out, the cost of the project at commencement and the cost after closeout, the location of the project, the name address and contact information for the client, and the team members involved with the project and the tasks they performed.

The Engineer shall demonstrate and provide proof that they have qualification/experience with traffic and municipal engineering services which comply with severe weather/climate and geography related conditions that are consistent with the climate in Dalton Gardens, Idaho.

- C. **Approach to Project:** Include a statement of your approach to this specific project, including philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Demonstrate capability to meet schedules/deadlines, without delays, cost escalations or overruns and contractor claims. Submit reference letters from prior clients or client representatives. **Letters from projects listed in item B are required.**
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work.

F. **Format:** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project. Performance on past projects is a highly important factor.

1. Proposers shall submit seven (7) copies of the above described Statement of Qualifications and Experience for Dalton Gardens Traffic Engineer. The submission shall be limited to a maximum of 30 single sided pages, inclusive of all pre-printed or other promotional material.

a. **EVIDENCE OF ESTABLISHMENT AND IMPLEMENTATION OF A NON-DISCRIMINATION PROGRAM, SPECIFICALLY AS IT MAY APPLY TO THIS CONTRACT MUST BE PROVIDED. UNFAVORABLE RESPONSES OR THE LACK OF A RESPONSE ARE GROUNDS FOR REJECTION OF YOUR PROPOSAL.**

2. Submittals must contain the name, address, daytime phone number, and email address for contact persons to whom additional selection process requests should be communicated. It is the responsibility of the proposer to be properly recorded as a proposer of record with the City for purposes of receiving clarifications, addenda, or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda via e-mail.

A list of proposers and others who have been issued Request for Statements of Qualifications and Experience documents will be made available upon request.

3. All submittals must be **physically** received at the address and by the date and time specified herein. Facsimiles, emails or other electronic versions will not be accepted. The City reserves the right, but not the duty, to extend the Request for Statements of Qualifications and Experience submittal date if needed.

4. Any proposal received after the specified date and time will be returned unopened. All proposal envelopes must be clearly marked, "Statement of Qualifications – Dalton Gardens Traffic Engineer." The City reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of the City.

## **EVALUATION CRITERIA AND WEIGHING**

Proposals shall be ranked based upon the following criteria and relative importance, in all categories (as may be supplemented by secondary selection criteria) as applied by

the Selection Committee to the material in the required submittals. 0 points means poor/not addressed and 100 total points means excellent.

- A. Capability to perform all or most aspects for the project, and provide Engineering services as may become necessary for the City. (20)
- B. Recent experience in projects comparable to the proposed projects. (15)
- C. Key personnel's professional background/reputation and successful relevant experience. (10)
- D. Demonstrated ability to meet schedules or deadlines and to complete projects without having major (more than 5%) cost escalations, overruns, or disputed claims. (15)
- E. Quality of projects previously undertaken. (15)
- F. Familiarity with the project and the city of Dalton Gardens and an understanding of the project's potential problems and the City's special needs and concerns. Of particular importance is your firm's experience in long range facilities planning and maintenance. (20)
- G. Capability to evaluate and articulate useful life of facilities. (5)
- H. Information provided concerning a person's or firm's rates, overhead and multipliers, if any, will NOT be used for the purpose of ranking.

## **SELECTION**

Final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement containing the City's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage.

The City reserves the right to reject any or all submittals received as a result of this request.

## **TERMINATION**

The City may terminate the contract without cause upon at least sixty (60) days' written notice to the Engineer. In the event of such termination, the Engineer shall be compensated by the City for expenses actually incurred prior to termination.

The City may also negotiate separately with any source in any manner necessary to serve the best interests of the City. Awards will be made on the basis of submittals resulting from this request and subsequent interviews, if any.

## TIME SCHEDULE

Statements of Qualifications must be physically received at the Dalton Gardens City Hall, 6360 N. Fourth Street, Dalton Gardens, Idaho 83815 , no later than **5:00 p.m.** on **July 6, 2020**. The address is as follows:

Dalton Gardens City Hall  
6360 N. Fourth Street  
Dalton Gardens, ID 83815

The City expects to evaluate proposals and provide written notification of the short-listed firms after the regular schedule meeting held on July 8, 2020. If interviews are held, they will be scheduled to occur the week of July 13, 2020.

The City will endeavor to make a selection of the top ranked qualified firm by **July 16, 2020, or as soon thereafter as practicable.**

For questions regarding this Request for Statements of Qualification and Experience, please contact the Dalton Gardens City Clerk, via e-mail at [clerk@daltongardens.com](mailto:clerk@daltongardens.com). All requests and any responses thereto will be in writing.