

July 18, 2019

Subject: Request for Qualifications for Professional Traffic Engineering (consultant) Services for signage assessment.

Dear Potential Respondent:

Your firm is invited to submit statements of qualifications for the professional design services and needs assessment required to complete a traffic engineering assessment for the City of Ballwin, Missouri.

Proposers shall submit four (4) hard copies and one (1) electronic copy of your qualifications. Submissions will be accepted until 12:00 noon August 1st, 2019.

All questions and clarifications should be addressed in writing to Andy Hixson at [ahixson@ballwin.mo.us](mailto:ahixson@ballwin.mo.us) by 12:00 noon, August 5th, 2019.

Submittals shall be no more than ten (10) pages in total length (not including cover, table of contents, or section dividers). Double sided content counts as 2 pages. All pages must be sequentially numbered within each section. An identifiable tab sheet must precede each submission section. Include a detailed index for easy reference.

Statements of Qualifications will be accepted at:

Traffic Engineering and Assessment Services Qualifications  
C/O Andy Hixson- Assistant City Administrator  
1 Government Center  
Ballwin, MO 63011

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Ballwin, Missouri.

Sincerely,

Andy Hixson  
Assistant City Administrator

## 1. Introduction/Services Requested

- a. The City of Ballwin (“City”) is currently seeking a consultant (“Firm”) to provide Traffic Engineering Services to assist City staff in the assessment and placement of current/future traffic signage. Traffic engineering services sought require expertise in transportation, street design, traffic study, plan review, and other engineering services.

The request for services may include but are not limited to:

- Review of traffic engineering, traffic analysis, and transportation planning studies.
- Provide comprehensive analyses of existing and projected traffic conditions, intersection design, and traffic collection services.
- Provide electronic traffic control device studies and design:
- Perform pedestrian studies including those to provide safe routes to/from schools

This assessment will be completed in a two phase process that includes the following:

**Phase 1:** Initial independent assessment from traffic engineering services (“firm”) to assess current traffic/street signage, signage placement, and recommendations for addition, subtraction, or movement of signage to promote the safety and efficiency of travel on Ballwin public roadways.

**Phase 2:** Upon completion of Phase 1, a comprehensive report/presentation should be completed in conjunction with the Ballwin Police Department’s Traffic Safety Unit to combine the “firm” and the Ballwin Traffic Safety Unit’s findings for final recommendations to the City of Ballwin. This final recommendation *shall* include a clear and concise policy for the implementation of traffic signage in the future.

Selection will be based on demonstrated expertise in providing support to public resource management departments.

## 2. Qualification Submittal Requirements

- a. Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

## 3. General Information and Sub Consultant Team Structure

- a. Provide a company profile including a brief history of the Firm. Include an organizational chart depicting all sub consultants to be used, each sub consultant’s area of responsibility and their relationship to your Firm. Provide a table listing the projects your Firm has completed with each sub consultant. Provide the following information on the lead Firm:
  - i. Date, state and type of business organization
  - ii. Federal and State tax ID numbers

- iii. Names of Owners, Principals and/or Officers
- iv. Civil or criminal claims, judgments or suits within the last ten (10) years
- v. The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

**4. Relevant Project Experience**

- a. Include a summary of the Lead Firm's experience and qualifications for traffic engineering services. Please include information for each project listed including (dates, description, size, cost, locations, key personnel and references). Emphasis should be given to projects performed from the local area office using staff nominated as available for this project.

**5. Key Personnel Qualifications**

- a. Provide a staffing proposal which includes the names and resumes of the project manager and staff (including sub consultants) to be committed. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experiences on similar projects, licenses/registrations and the office location where they reside.
- b. Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.
- c. Describe your Firm's contingency plan to respond with appropriate back-up staff in the case of death, disability, illness or separation

**6. Project Understanding/Approach/Schedule**

- a. Describe your understanding of the City and approach to delivering Traffic Engineering Services as requested. Furthermore, it is anticipated that the total design duration (starting with the space analysis and ending with the completion of construction "bid" documents) will be approximately seven (7) months. Please provide a detailed supporting narrative of how your Firm will accomplish this objective. Please identify regulatory submissions/review times and anything required of the City to facilitate your timely completion.

**7. Record of Performance / References**

- a. Provide a record of past performance with respect to your ability to design to a budget. Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm's services. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.

**8. Proximity and Familiarity**

- a. List your firm's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in the City of Ballwin, Missouri city limits and St. Louis County, if any, which may add to your knowledge, capability, and

efficiency on this project. Clearly identify the office location for each individual proposed for this project from both the lead Firm and sub consultants.

**9. MBE/WBE Inclusion**

- a. It is important to the City to encourage MBE/WBE inclusion. However, the City has not set a specific MBE/WBE business utilization goal for professional services on this project.

**10. Sustainability**

- a. The City is an advocate for Sustainable design and construction. However, it is not the City’s intent to achieve LEED Certification. Instead the City is suggesting that the selected firm have an active LEED Accredited Professional on the project team.

**Selection Process and Criteria**

**1. Selection Schedule**

- a. It is the intent of the City of Ballwin to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.
  - i. Request for Qualifications Due Date August 1st, 2019
  - ii. Shortlist Notifications (if required) August 2nd, 2019
  - iii. Interviews (if required) August 9th, 2019
  - iv. Complete Council Packets August 16th, 2019
  - v. Council Approval / NTP August 16th, 2019

**2. Evaluation Criteria**

- a. Selection Committee will review and evaluate the qualifications of each Firm.
- b. The evaluation will be based on information provided related to the selection criteria listed as follows:
- c.

1) General Information/Team Structure	(rating___ 05%)	X
2) 2) Team’s Previous History Working Together	(rating___ 10%)	X
3) Relevant Experience – Firm	(rating___ 20%)	X
4) Relevant Experience – Key Staff	(rating___ 20%)	X
5) Project Understanding/Approach/Schedule	(rating___ 25%)	X
6) Record of Performance / References	(rating___ 12%)	X

7) Proximity and Familiarity	(rating____ 05%)	X
8) Sustainable Design Experience	(rating____ 03%)	X

Each of the criteria above will be rated 5 (excellent) to 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for 1 through 9.

### **Interviews**

1. Upon review of all responsive Statement of Qualifications using the criteria outlined above, the City may select up to three (3) Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any respondents.
2. Firms selected for onsite interviews must include an overall Project Manager, lead designer and key engineering partners as part of the interview team (interview teams will be limited to 5 total representatives). This Project Manager will be identified in the RFQ response, and it is the expectation of the City that this manager will lead the actual implementation if a contract is awarded.

### **Selection**

1. Upon final ranking of the Firms, contract negotiations shall commence. Contract negotiations will require the selected Firm to proceed with the development of a detailed Scope of Work and costs in accordance with and for all the components of the project as outlined in Section 3. If any Firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the procurement. All aspects of the scope of work and pricing may be subject to negotiation.

### **Miscellaneous Information**

1. Nothing contained herein will create any contractual relationship between the City of Ballwin and the firm submitting a proposal. Statements contained in the response of the successful firm may become part of the agreement for services.
2. Information received from each firm will become the property of the City of Ballwin. Information submitted by the firm cannot be considered confidential.

3. The City of Ballwin reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
4. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
5. The City of Ballwin reserves the right to accept or reject any or all Qualifications and to waive any irregularities.
6. The City of Ballwin is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
7. As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the City of Ballwin may communicate at the firm.
8. The selected Firm shall agree to indemnify and defend and hold harmless the City of Ballwin, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.
9. If selected the Firm shall agree provide insurance with the coverage stated below:
  - a. Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
  - b. Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
  - c. Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
  - d. Professional liability insurance coverage in the amount of One Million Dollars (\$1,000,000) for each claim.
  - e. All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

