

CITY OF WILLIAMS

REQUEST FOR QUALIFICATIONS

Contract Traffic Engineering Services

SUBMISSION DEADLINE

4:30 P.M.

JUNE 22, 2011

CITY OF WILLIAMS

**810 E Street
Williams, CA 95987**

**City Administrator's Office
(530) 473-2955**

cbergson@cityofwilliams.org

www.cityofwilliams.org

I. DESCRIPTION OF PROJECT

The Consultant is to provide quality professional Traffic Engineering services for the City of Williams. The Traffic Engineer would provide professional and technical services to develop various traffic operations studies that will be identified for intersections, arterials, etc., and related improvements and evaluations as well as to perform professional engineering services through the review of studies and plans involving traffic operations. The general tasks to be provided by the Consultant include, but are not limited to:

- Review of traffic studies such as traffic impact, Project Development and Environment (PD&E) and safety studies.
- Review of construction plans, such as signalization, signing and pavement marking and construction detour traffic plans.
- Prepare and update traffic studies, such as intersection delay analysis (including using of Syncro Version Trafficware for environmental traffic threshold evaluation in accordance with the City's General Plan), sight distance evaluation, speed zone surveys, revisions to State Highway access agreements.
- Coordinate traffic related projects with other public agencies, such as the California Department of Transportation.
- Conduct traffic engineering investigations on small project designs as requested by staff and other agencies to address various citywide traffic issues or concerns of residents/businesses.
- Collect and assemble traffic data.

II. PURPOSE OF THIS DOCUMENT AND ISSUING AGENCY

The City of Williams issues this document, entitled Request for Qualifications for Contract Traffic Engineering Services. This Request for Qualifications (RFQ) is for the sole purpose of pre-qualifying prospective traffic engineers based on Qualification Statements and experience received for the above category of professional planning services.

This Request for Qualifications is intended solely to obtain competitive proposals from which the City of Williams may choose a consultant that best meets the City's needs. The City of Williams intends to award a contract for professional planning services and therefore, this RFQ is being solicited through a fair and open process.

III. CONTACT PERSON

All Qualification Statements must be addressed to:

Charles Bergson
City Administrator

810 E Street
Williams, CA 95987
E-mail: cbergson@cityofwilliams.org
Fax: (530) 473-2955

IV. QUALIFICATION STATEMENT

Consultants are invited to submit a Qualification Statement which shall be no more than five (5) typed, single sided pages, excluding resumes. The Qualification Statement must have the following information:

- a. A statement of your firms approach to local traffic engineering consulting.
- b. The name and title of the individuals who would be assigned to the project, including the Project Manager. Resumes of key personnel must be attached to the Qualification Statement. The Consultant shall not reassign the Project Manager to another project without the consent and approval of the City of Williams.
- c. A brief description or narrative demonstrating your understanding of the scope of work. The consultant must, in addition to the project scope requested, detail precisely what is included and excluded.
- d. Cost Estimates for these services.
- e. Experience in providing these services.
- f. References of previous related assignments.

V. DUE DATE

Proposals must be received by the City of Williams at the above address no later than **4:30 p.m. on Wednesday, June 22, 2011**. All proposals should be presented in a sealed envelope. The City Clerk will validate each envelope upon receipt; however, no proposal will be opened before **4:30 PM on Wednesday, June 22, 2011**. Each respondent is solely responsible for assuring that its proposal is received by the City Clerk prior to the due date established in the RFQ. The City of Williams shall not be responsible for late proposals, and late or incomplete proposals will not be accepted or considered. Also, no changes or supplements to the proposal will be allowed after the deadline, except for those provided for and/or requested by the City Administrator. E-mailed proposals will not be accepted.

VI. MODIFICATIONS OR WITHDRAWAL

Any submittal received prior to the date and time specified above may be withdrawn or modified by written request of the firm. However, to be considered, modifications must be received by the date and time deadline.

VII. REJECTIONS

Failure to meet the requirements of the RFQ will be cause for rejection. The City may reject any submittal if it is conditional, incomplete, contains irregularities, etc. The City reserves the right to reject any and all submittals without cause.

The City may waive an immaterial deviation in a submittal. Waiver of any material deviation shall in no way modify the RFQ documents or excise the full compliance with the contract requirements if the firm is awarded the contract.

VIII. QUESTIONS REGARDING RFQ

- a. Interested respondents may submit written questions (preferably via email) regarding this RFQ to the City Administrator.
- b. Questions must be as short and concise as possible.
- c. All questions must be received by 4:30 p.m. June 22, 2011.
- d. Any oral explanations or instructions given during the RFQ process shall not bind the City Administrator.

IX. CONSULTANT FEES

Consultants shall submit a proposed hourly rate Fee Schedule valid for the Contract Years 2011/2012 and 2012/2013. The Fee Schedule shall be submitted in a separate envelope from the Qualification Statement. The basis of compensation shall be as follows:

- a. Detailed cost breakdown of billing rates (direct labor, overhead). The City will require a contract with a specified total not to be exceeded. The Consultant shall submit monthly invoices and no cost overruns will be authorized without an executed contract amendment.
- b. The City of Williams will not reimburse the Consultant for premium pay for overtime unless prior approval in writing is granted by the City Administrator.
- c. The costs for Direct Expenses will be made based on the Consultant's proposal. No other out-of-pocket expenses will be reimbursed. The amount requested by the Consultant shall not exceed the amount paid. Expenses, such as printing, reproduction, mileage, computer services, photography, subsistence, lodging, express-mail (except travel, will not be approved and shall not be contained in the Consultant's proposal.

XI. METHOD OF PAYMENT

The Consultant may request partial payments at minimum intervals of one month, as the work is performed. Payments are subject to the submission of vouchers in accordance with the requirements of the City of Williams and subject to the City's customary procedures.

XII. EVALUATION CRITERIA

The City Administrator will review and evaluate Proposals received from eligible Consultants in response to this RFQ. At the discretion of the City Administrator, a selection committee may be assembled to evaluate Proposals. If a selection is made, the City Administrator will make a recommendation to award a contract to the selected Consultant to the City Council. Consultant selection criteria will be as follows:

- a. The Consultant's overall approach in providing an understanding of the services requested, including completeness and clarity of submission, and qualitative nature of the services proposed.
- b. The Consultant's demonstrated ability, organizational capacity, financial stability and capacity to carry out, in a timely manner, the services as specified in the RFQ.
- c. The Consultant's qualifications, proven record, and experience including referrals in providing the type of professional services requested in the RFQ.
- d. Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the project).
- e. Availability of personnel to respond to the City's requests in a timely manner.
- f. Reasonableness and amount of the proposed cost.
- g. The selection committee may determine other criteria, in addition to, or in lieu of, the criteria described above, as it deems necessary and appropriate.

XIII. SCHEDULE

The following is a proposed schedule of events for this solicitation:

May 16, 2011	RFQ issued to consultants
June 22, 2011	Responses due by 4:30 p.m. to Charles Bergson, City Administrator City of Williams 810 E Street Williams, CA 95987 (530) 473-2955
June 27, 2011	City begin evaluations
July 20, 2011	Recommendation submitted to City Council for contract award

One (1) original and eight (8) copies of the qualifications, plus any supplemental material, must be received by the City Administrator's Office no later than 4:30 p.m. on June 22, 2011. Qualifications received after 4:30 p.m. will be returned unopened and will not be considered. Postmarks, emails, and faxes will not be accepted.

XIV. GENERAL CONDITIONS

- a. Limitations- This RFQ does not commit City to award a contract, to pay and costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies.
- b. Supplies- RFQ finalists may be invited to participate in an interview with the City Administrator and/or a selection committee.
- c. Equal Opportunity- In connection with proposals pursuant to the RFQ, it is agreed that the consultant shall not, on the ground of race, religious creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex, discriminate or permit discrimination against any person or group of persons in a manner prohibited by Federal, State, or local laws. In connection with proposals pursuant to this RFQ, consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In the event of Consultant's noncompliance with this nondiscrimination clause or with any such rules, regulations or orders, the consultant may be declared ineligible for this contract.