

CENTRAL ARKANSAS REGIONAL TRANSPORTATION STUDY

REQUEST FOR QUALIFICATIONS FOR ENGINEERING DESIGN SERVICES ADAPTIVE SIGNAL CONTROL TECHNOLOGIES SYSTEMS ENGINEERING ANALYSIS

Prepared by

METROPLAN

A Council of Local Governments

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REQUEST FOR QUALIFICATIONS FOR ENGINEERING DESIGN SERVICES

ADAPTIVE SIGNAL CONTROL TECHNOLOGIES SYSTEMS ENGINEERING ANALYSIS

A. INTRODUCTION

Metroplan is a council of local governments and metropolitan planning organization (MPO) based in Little Rock, Arkansas. Metroplan's membership includes 21 cities, five counties, the Central Arkansas Transit Authority (CATA), and the Arkansas State Highway and Transportation Department (AHTD). The Central Arkansas Regional Transportation Study (CARTS) area includes major portions of the six-county Little Rock-North Little Rock-Conway Metropolitan Statistical Area (MSA) as illustrated in **Figure 1**. Metroplan's primary mission is to develop long-range transportation plans and short-range transportation improvement programs as part of a comprehensive planning process for the metropolitan planning area. This planning process and the transportation projects resulting from it are financed in part by the U.S. Department of Transportation.

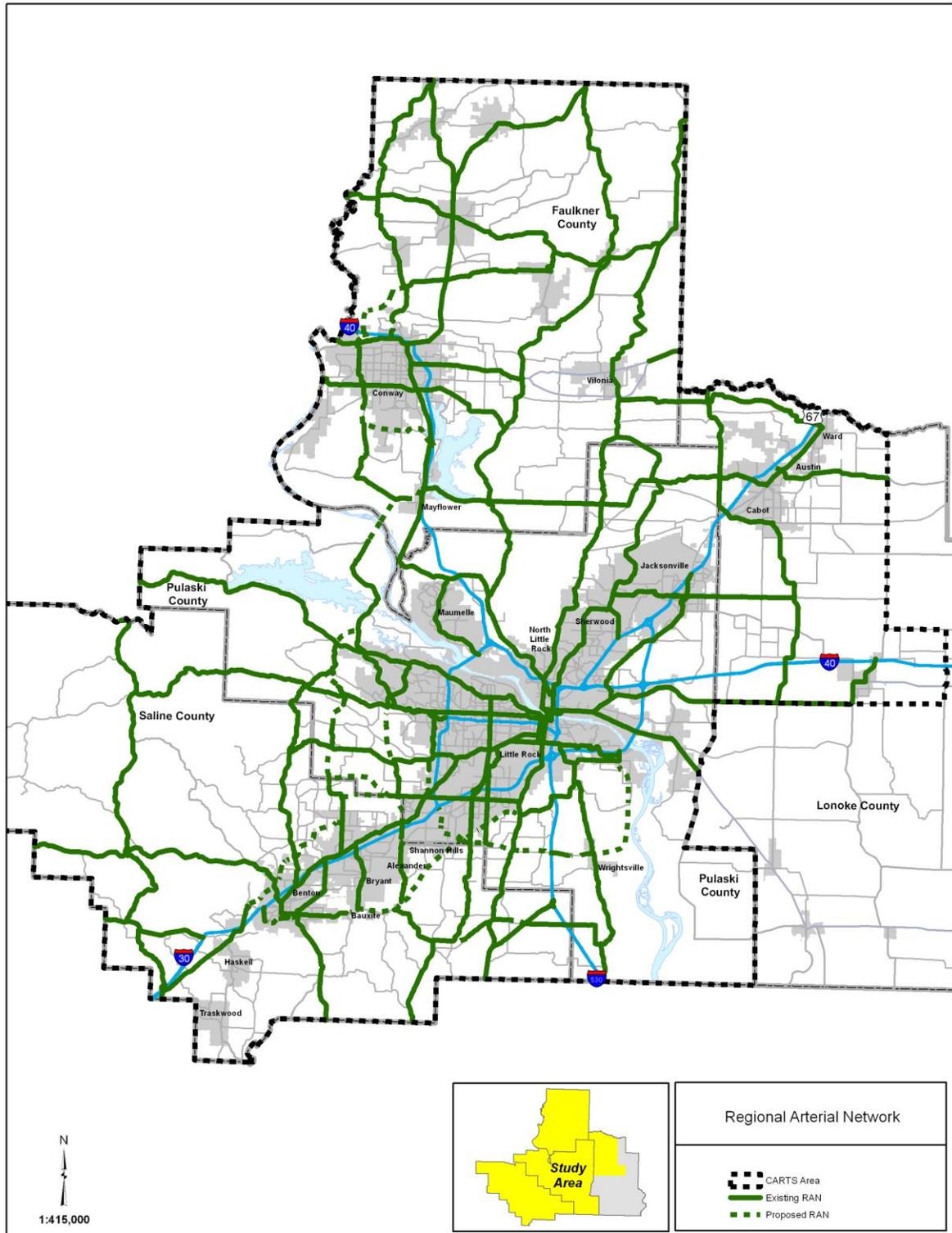
The Regional Long Range Metropolitan Transportation Plan emphasizes operational improvements while making the most efficient use of existing transportation network capacity. As part of this effort, the plan stresses the importance of intelligent transportation systems and their deployment while preserving and enhancing community and natural resources.

B. PROJECT DESCRIPTION

The CARTS Regional Arterial Network (RAN) is a selected group of arterials intended to serve as an alternative to freeways for regional travel and commerce. The network was established in 2000 as a 750 mile network of existing and proposed roadways. The network receives priority for funding through Metroplan's surface transportation funds. **Figure 2** shows the RAN network of arterials.

While Intelligent Transportation Systems (ITS) has been included as part of the regional transportation plan for 20+ years, the deployment of ITS has been slow. Recent interest in corridor signal and operational improvements along with adaptive signal control technologies has provided an opportunity to improve traffic flow on these critical arterials while providing demonstration of these newer technologies. Equally important are the performance measures in evaluating future deployment of such technology. This RFQ and subsequent RFP will be used to select firm(s) to assist with the evaluation, selection and monitoring of Adaptive Signal Control Technologies (ASCT) on selected RAN Corridors.

Figure 2: CARTS Regional Arterial Network



The work will generally consist of (1) review/development of regional arterial operational goals, performance measures and revisions to ITS architecture (as necessary), (2) ASCT systems engineering analysis and corridor analysis, (3) development of ASCT system plans and specifications (Best Value RFP), (4) construction inspection, and/or (5) monitoring the success of the ASCT system following its deployment. **The detail and scope of work will vary by individual corridor.** The goal is the implementation of Adaptive Signal Control Technologies along selected RAN corridors.

All work will be performed to applicable federal, state, and local guidelines. This consultant project is partially funded by Surface Transportation Program funds sub-allocated to the Little Rock-North Little Rock urbanized area.

C. TIME FRAME

Review of qualifications is expected to occur in January. Proposals will then be requested of the top ranking firms (see section F) with final selection and contract negotiations concluding in February/March. A FHWA workshop on ASCT deployment and systems engineering analysis is tentatively set for February 5th and 6th for interested parties.

Work is schedule to begin in March. Study, design, and bid documents for the initial corridors selected are anticipated in spring/summer of 2014 with project obligating in (August 2014). Ongoing support and additional studies are anticipated for up to four years.

D. GENERAL PROVISIONS

1. Metroplan's consultant selection and contracting process is subject to applicable provisions of federal, state and local laws and ordinances.
2. The consulting firm must have a certificate of authorization to practice Professional Engineering in Arkansas. Plans shall be stamped by a Professional Engineer registered in Arkansas.
3. In addition, all design and land surveys shall be performed to Arkansas minimum standards and AHTD requirements. All survey work shall be supervised and certified (stamped) by a Registered Land Surveyor registered in Arkansas.
4. Firms that are on the U.S. Comptroller General's list of ineligible contractors should not respond to this solicitation. Metroplan will not contract with said firms.

5. Metroplan will not be liable for any costs incurred in preparing, submitting, or presenting a respondent's submittals or any associated travel costs.
6. The selected firm(s) will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations, including assurance of nondiscrimination under Title VI of the Civil Rights Act.
7. Although no DBE percentage goal is established for this project, the proposal shall include DBE participation to the extent practical. It is Metroplan policy to contract with disadvantaged business enterprises (DBEs) whenever possible. Non-DBEs are requested to use DBE firms whenever appropriate and to inform Metroplan of said use.
8. Although discussions may be conducted with respondents submitting acceptable proposals, consultant selection may be made without any discussion.
9. Metroplan reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. Metroplan also reserves the right to reject any and all proposals, in whole or in part, and to waive any information thereon.
10. If only one qualified respondent responds by the due date, Metroplan may enter into contract negotiations with that firm.
11. Although the contract will be fixed-fee/lump sum, partial payments shall be made for work completed under the contract and satisfactorily detailed in each valid invoice and accompanying progress report.
12. The contract will include a liquidated damage clause, in the event that consultant services are not satisfactorily completed by the contractual deadline.
13. The selected Consultant must submit an audit report including a report on internal control and compliance. The report shall meet the reporting guidelines provided in the applicable financial audit standards sections of the General Accepted Government Auditing Standards (GAGAS), and shall include positive assurance that all costs included in the recommended rate are allowed by 48 CFR Part 31. An indirect cost rate, set by the audit, must be approved by the AHTD prior to executing the contract.
14. The consultant shall attest that they have no financial interests or other relationship with vendors of products that might be used on this project.

15. The consultant shall demonstrate experience in the use of the Model Systems Engineering Documents for Adaptive Signal Control Technology, the Regional ITS Architecture and Best Value Procurement.
16. Selection of a consultant is in no way a guarantee that work, the number of corridors will be depended on funding and local agencies desires.

E. CONTENTS OF RESPONDENT SUBMITTALS

Each respondent must include in their submission the following documents, so that all respondents can be effectively and fairly evaluated.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time-period, briefly summarize why the respondent should be selected, and demonstrate experience with similar projects. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Respondent submittals must include a statement of qualifications documenting the relevant qualifications of the firm or firms, as well as information summarizing the relevant qualifications of the personnel involved.
 - a. Qualifications, Experience and Competence of Firm(s): Information must be included summarizing and documenting the qualifications, experience and competence of the firm or firms in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, a Standard Form 330 with the names and addresses of a representative list of clients/references with which the responding firm(s) has contracted with for similar work. Standard Form 330 identifies required project experience for consultants and sub-consultants, type, size and complexity of projects, types of experience, work methods, roles on the projects, duration of the projects. Respondents should list specific projects and provide key details on those projects. A firm's responsiveness to EEO and Civil Rights will be a factor in the selection. Certification of DBE status should be provided in order to receive special consideration.

A listing of ASCT projects and a discussion of the firms involvement with these projects must be included (with contact numbers). One (1) respondent example of a Systems Engineering Analysis may be included.

- b. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of personnel that would actually provide the anticipated contractual

services. The Consultant Selection Committee will consider the qualifications of these individuals. The use of locally based personnel and any relevant local knowledge will also be considered.

c. Certifications and Assurances: The certifications/assurances referenced below are required for all respondents or parties in a proposed joint venture for contractual services.

- 1) Eligible Bidder Certification (Attachment A),
- 2) Receipt of Addenda Certification (Attachment B),
- 3) Non-collusion Assurance Affidavit (Attachment C),
- 4) Disadvantaged/Women Business Enterprise (DBE) Certification (Attachment D),
- 5) Equal Employment Opportunity Certification (Attachment E),
- 6) Certification of Restrictions on Lobbying (Attachment F),
- 7) Certification of Debarment or Suspension (Attachment G).

The letter of interest and qualifications is limited to a maximum of 5 single-sided pages of size 8 ½” by 11”, with 11-point (minimum) font, 1.15” (minimum) line spacing, and 1” (minimum) margins on all sides. Standard Form 330 and certification of assurances are not included in the 5 page maximum.

F. SELECTION PROCEDURE

Metroplan’s objective is to select the highest qualified firm for the services to be rendered, at compensation determined as fair and reasonable to Metroplan and its governing board. To accomplish this objective, respondents will be evaluated in a two-phase process. In the first phase, up to three top firms deemed to be the most highly qualified, responsive and responsible to provide the services required will be selected. A Consultant Selection Committee appointed by Metroplan will use the following criteria to evaluate respondent submittals.

<u>Phase 1 Evaluation Criteria</u>	<u>Maximum Points</u>
1. Qualifications, Experience and Competence of Firm(s)--	50
2. Personnel Qualifications and Availability --	50
<hr/>	
Maximum Total Points --	100

Each member of the Committee will assign up to the maximum points noted above to each criterion based on respondent submittals. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the Committee may conduct interviews, at their discretion, with representatives of the top ranked firms (no more than five firms). From the top ranked firms, up to three firms deemed to be the most highly qualified, responsive and responsible to provide the services required will be selected.

A scope of work will then be provided to these top rank firms and proposals requested. For the second phase of evaluation these proposals will be evaluated in combination with their qualifications.

Following the completion of the Selection Committee’s evaluation, Metroplan will enter into contract negotiations with the Committee’s top-ranked firm(s). If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant, or halted at the discretion of Metroplan.

Metroplan reserves the right to reject any, and all, applicants if the requirements as set forth herein are not met or if the Selection Committee deems a respondent unqualified on the basis of the Committee’s

overall analysis of the criteria outlined above. Metroplan further reserves the right in its sole discretion to select the consultant it considers most favorable to Metroplan's interest.

G. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFQ must be received in writing at Metroplan offices no later than the noon, CST on Wednesday, January 15, 2014. Upon receipt of a written request for RFQ clarification, Metroplan shall post a response on its website (www.metroplan.org) no later than Friday, January 17, 2014, as well as e-mail or mail the response to the requesting firm. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

Metroplan's telephone number is 501-372-3300. Please forward all written RFQ clarification requests to Mr. Casey R. Covington by faxing to 501-372-8060, e-mailing to

covington@metroplan.org

or sending to:

CARTS Study Director

Metroplan

501 W. Markham, Suite B

Little Rock, AR 72201

I. RESPONDENT SUBMITTALS

To be considered, two (2) sets of paper responses and one (1) compact disc (containing PDF files) of the required submittals must be received at the address provided above by 11:00 a.m. CST, Friday, January 24, 2014. Any response received after this deadline will not be considered. Respondent submissions will be opened at Metroplan offices on the due date after 11:00 a.m. As soon as possible thereafter, each member of the Consultant Selection Committee will be provided a set of documents that includes each respondent's letter of interest and qualifications.

Respondent submissions not in compliance with the instructions contained in this section ,and/or not containing the information requested may, at Metroplan's discretion, be declared "non-responsive" and disqualified from consideration.

ATTACHMENT A

ELIGIBLE BIDDER CERTIFICATION

The Bidder warrants and represents that neither the Bidder, any of its employees or its subconsultants:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding thus Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph two (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

The person executing this certification further represents, warrants and affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understand that the provisions of 31 U.S.C. Sections 3801 Et.Seq are applicable thereto.

BIDDER NAME

BY: _____
Signature

TITLE: _____

ATTACHMENT B
RECEIPT OF ADDENDA CERTIFICATION

The Bidder warrants and represents that it has received all Addenda (if any) issued by Metroplan in connection with this Request for Proposal.

BIDDER NAME

BY: _____

Signature

TITLE: _____

ATTACHMENT C
NON-COLLUSION ASSURANCE AFFIDAVIT

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the person responsible for the final decision as to the price(s) and amount of this Bid or, if not, that I have written authorization, attached to this certification, from that person to make statements sent forth below on his or her behalf and on behalf of the Bidder.

2. I further attest that:
 - a. The price(s) and amount of this Bid have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition with any other Consultant, bidder or potential bidder.

 - b. Neither the price(s) nor the amount of this Bid has been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the Bid Opening Date.

 - c. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.

 - d. The Bid of this Bidder is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary bid.

 - e. This Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person,

whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.

- f. This Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for this Bidder submitting a complementary bid, or agreeing to do so, on this project.
 - g. I have made a diligent inquiry of all members, officers, employees, and agents of this Bidder with responsibilities relating to the preparation, approval or submission of this Bidder's Bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.
3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2014

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2014.

Notary Public

My Commission Expires: _____

ATTACHMENT D
**DISADVANTAGED/WOMEN BUSINESS
ENTERPRISE CERTIFICATION**

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements sent forth below on behalf of the Bidder..

2. I further attest that:
 - a. The Bidder is a Disadvantaged Business Enterprise and meets the eligibility requirements detailed in 49 CFR Part 26.

 - b. The Bidder is certified with the Arkansas Highway and Transportation Department's DBE/WBE program or, if the Bidder has not been certified through the Arkansas Highway and Transportation Department, the source of the Bidder's DBE certification is: (Please insert source of DBE certification here).

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2014

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2014.

Notary Public

My Commission Expires: _____

ATTACHMENT E
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements sent forth below on behalf of the Bidder.

2. I further attest that:
 - a. the policy of the Bidder is to insure equal opportunity and non-discrimination, and require that all employees and applicants for employment be treated equally regardless of race, color, sex, national origin, religion, age and physical handicap not related to the ability to perform a particular job or occupation, and,

 - b. that the Bidder agrees to treat each person fairly without regard to race, color, sex, national origin, religion, age and physical handicap not related to the ability to perform a particular job or occupation, with respect to employment, upgrading, promotion, demotion, transfer, layoffs, termination, rates of pay or other forms of compensation, selection for training, and other terms and conditions of employment and further agrees to include in all recruitment advertising the notation that it is "An Equal Opportunity Employer", and to register its employment advertisements with such minority and female community organizations as appropriate.

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2014

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2014.

Notary Public

My Commission Expires: _____

ATTACHMENT F

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements sent forth below on behalf of the Bidder.

2. I further attest that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, and

 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Bidder shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and,

 - c. That the Bidder shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

d. The undersigned acknowledges that this certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2014

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2014.

Notary Public

My Commission Expires: _____

ATTACHMENT G
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY
MATTERS**

A. The Consultant certifies, to the best of its knowledge and belief, that—

1. The Consultant and any of its Principals—

a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal or state agency;

b. Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Subsection 31.1.1.2; and,

d. The Consultant has not within a 3-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency.

B. *Principals*, for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code, as well as any other applicable federal and state laws.

C. The Consultant shall provide immediate written notice to the Owner if, at any time prior to contract award, the Consultant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

D. The certification is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Consultant knowingly

rendered an erroneous certification, the Owner may terminate the contract resulting from this solicitation for default in addition to any other remedies available to the Owner.

D. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2014

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2014.

Notary Public

My Commission Expires: _____