

City of Grants Pass, Oregon
Community Development Department

Request for Qualifications

TRANSPORTATION ENGINEERING SERVICES

Submit Statement of Qualifications to:

Karen Frerk, City Recorder
Administration Department, Room 205
City of Grants Pass
101 NW "A" Street
Grants Pass, OR 97526

Oregon

Due Date:

August 26, 2022 by 3:00 pm

**CITY OF GRANTS PASS
COMMUNITY DEVELOPMENT DEPARTMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

TRANSPORTATION ENGINEERING SERVICES

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ADVERTISEMENT

City of Grants Pass Request for Qualifications (RFQ) Transportation Engineering Services

The City of Grants Pass is soliciting Statements of Qualifications from transportation engineers to provide services to the city in analyzing traffic impact studies and providing other transportation engineering services.

The City is using the Request for Qualifications process to identify qualified individuals or firms that may be interested in providing transportation engineering services to the City. Statements of Qualification submitted by individuals or firms will be evaluated using a set of criteria to determine those most qualified. Based upon the evaluation results it is expected that one or more individuals or firms will be invited to interview and discuss entering a contract for services.

The deadline for submission of a Statement of Qualifications in response to this Request for Qualifications is Friday, August 26, 2022 by 3:00 pm local time. The submittal should be labeled and directed to the following:

**City of Grants Pass
Request for Qualifications
Transportation Engineering Services
Attn: Karen Frerk, City Recorder
Administration Department, Room 205
101 NW "A" Street
Grants Pass, Oregon 97526**

Facsimile submissions are **NOT** acceptable. Submissions not meeting the RFQ requirements will be rejected and not evaluated.

The City's selection process will be based upon an evaluation of the submitted Statement of Qualifications by a selection team and ranked upon the following criteria:

- Services to be provided by a registered Oregon professional engineer qualified in traffic engineering. The engineer should be thoroughly familiar with the principles of traffic engineering, including trip generation, trip distribution, accounting for pass-by-trips, traffic operations analysis using one or more traffic analysis software packages. Registration as a Professional Transportation Operations Engineer (PTOE) is desirable, but not mandatory.

- The specialized experience and technical competence of the provider with respect to the services required. Work examples and references of previous similar work should be provided.
- Willingness to refrain from engaging in private land development projects within the Grants Pass urban growth area.

The selection team will recommend proposers for interview based upon the above evaluation criteria. At the City's discretion, interviews may be conducted with multiple proposers.

The City of Grants Pass reserves the right to reject any and all submissions, to waive formalities or to accept any submittal that appears to serve the best interest of the City of Grants Pass. There is no express or implied obligation for the City to reimburse individuals or firms for any expenses incurred in preparing a statement of qualifications in response to this request.

This RFQ will be posted on the "Request for Proposals" page on the City's website at <https://www.grantspassoregon.gov/bids.aspx> for viewing and downloading.

For questions regarding this RFQ, contact the City of Grants Pass Community Development Department located at 101 NW "A" Street by calling Bradley Clark, Community Development Director, at (541) 450-6060, or e-mailing bclark@grantspassoregon.gov.

By: City of Grants Pass, Oregon
Bradley Clark, Community Development Director

I. BACKGROUND

General Information

The City of Grants Pass Development Code requires that development proposals which are expected to generate 25 additional peak hour vehicular trips per day on arterials or collectors must submit a Traffic Impact Analysis (TIA) with the development application. A TIA may also be required in other circumstances. The applicant is responsible for preparing the impact study. The City is responsible for verifying the study meets code requirements.

The City has contracted with a traffic/transportation engineer for the past twenty years to provide services to the City in the evaluation of TIAs and provide other transportation engineering services. That person has now retired and the City needs to secure replacement services.

Over the past fiscal year, the current contract traffic engineer has billed for 72 hours of service. Future billable hours will depend on level of development activity, the size of proposed developments, and other transportation analysis needs of the City.

General Objectives

The City is seeking proposals and qualifications from transportation engineers willing to provide the services needed by the City.

Responses to the RFQ must be received by 3:00 pm local time Friday August 26, 2022 in the office of the City of Grants Pass City Recorder located in Room 205 of City Hall, 101 NW "A" Street, Grants Pass, OR 97526. Facsimile submissions are **NOT** acceptable.

The proposer shall submit 6 copies of the proposal for consideration by the City. The proposal shall be no more than 6 pages. Submission of electronic documents will not satisfy the printed material submittal requirements; however, delivery of documents in electronic form is encouraged to allow the City to more easily reproduce materials.

Selection of proposer(s) for interview will be based on the criteria as cited in Section IV of this Request for Qualifications document.

Communications during the RFQ Process

The City of Grants Pass reserves the right to reject any and all proposals, to waive formalities or to accept any submittal that appears to serve the best interest of the City of Grants Pass. Questions regarding this RFQ should be directed to Bradley Clark, Community Development Director, at 541-450-6060 or bclark@grantspassoregon.gov.

Proposers shall address all inquiries, if any, in writing to Bradley Clark, Community Development Director, at bclark@grantspassoregon.gov, not later than 7 days before the date of opening of the Proposals.

If it becomes necessary to revise any part of this RFQ or if additional data is necessary to enable an exact interpretation of provisions of this RFQ, revisions will be posted electronically on the City website at <https://www.grantspassoregon.gov/bids.aspx>. It is the responsibility of the Proposer to frequent the City website to obtain and download addendums and any other applicable information prior to proposal submission.

Withdrawal of Proposal

Proposals may be withdrawn upon written request from the Proposer at the address shown in the solicitation prior to the date and time specified for submission of Proposals. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the date and time specified for submission of Proposals.

Late Submissions

Proposals, amendments thereto, and/or requests for withdrawal of proposals will not be considered after the date and time specified for submission of Proposals. Late Proposals will be returned unopened if the proposer's return address is shown.

Estimated Timeline and Activity

<u>Schedule</u>	<u>Activity</u>
July 26, 2022	Publication & Posting of Advertisement of Request for Qualifications
August 19, 2022	Deadline for Submission of Proposer Inquiries
August 26, 2022 3:00 pm	Deadline for Submission of Statement of Qualifications
August 29 – September 2, 2022	Evaluation of Statements of Qualifications
September 12 - 16, 2022	Interview (s) with selected proposer (s)
September 23, 2022	Award of contract

The City reserves the right to modify this schedule at the City's discretion.

This Request for Qualifications has been initiated by the City of Grants Pass Community Development Department.

II. SERVICES REQUIRED

Development Review Activities

- 1) Evaluate development proposals forwarded by city planning staff to determine if a TIA is required.
- 2) If analysis is required (based on city code), prepare a “scoping letter” specifying the requirements or focus of the study that will be prepared by the applicant’s traffic engineer.
- 3) Respond to questions from the applicant’s traffic engineer.
- 4) Review the applicant’s traffic impact report.
- 5) Prepare a written letter or memorandum to the assigned city planner describing the adequacy of the impact report and develop recommended conditions of approval for the planner to incorporate into the land use decision.
- 6) There may need to be some discussion with the applicant’s engineer regarding the scope of work, questions about the status of other developments, planned transportation improvement, or discussion of some of the assumptions to be used in the analysis. The city’s engineer may also need to coordinate with representatives of the Oregon Department of Transportation.

Other Engineering Services

Transportation engineering services other than development impact review may be required, including review of Transportation System Plan documents and serving as a technical resource for City-initiated projects or grant applications.

III. STATEMENT OF QUALIFICATIONS

The proposer shall submit 6 copies of the Statement of Qualifications for consideration by the City. The Statement shall address each of the following listed items and shall be organized in accordance with this section. The Statement shall be no more than 6 pages. Submission of electronic documents will not satisfy the printed material submittal requirements; however, delivery of documents in electronic form is encouraged to allow the City to more easily reproduce materials.

A. Information about Proposer

- A1. State the name, address, telephone number, e-mail of the individual or firm making the proposal.

A2. Describe the experience of everyone who will be providing the transportation engineering services. Attach resumes of engineers to be providing services. (*This will not count towards the 6-page limit of the response*).

A3. Describe the capacity of the individual or firm to provide services in a timely manner.

B. Description of Qualifications

Describe the qualifications of the individual or firm proposing to provide the needed traffic/transportation engineering services. Relate the stated qualifications to the evaluation criteria.

C. References

Provide references for similar services provided to other clients. Include the name, mailing address and *current* phone number of their principal representation and a brief description of the services.

IV. EVALUATION and SELECTION

EVALUATION CRITERIA

Submittals will be evaluated based upon the following criteria:

- Services to be provided by a registered Oregon professional engineer qualified in traffic engineering. The engineer should be thoroughly familiar with the principles of traffic engineering, including trip generation, trip distribution, accounting for pass-by-trips, traffic operations analysis using one or more traffic analysis software packages. Registration as a Professional Transportation Operations Engineer (PTOE) is desirable, but not mandatory.
- The specialized experience and technical competence of the provider with respect to the services required. Work examples and references of previous similar work should be provided.
- Willingness to refrain from engaging in private land development projects within the Grants Pass urban growth area.

One or more individuals or firms responding to the RFQ best meeting the evaluation criteria will be invited to interview with the discussion leading to a contract for services.

V. LEGAL REQUIREMENTS

This RFQ and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any candidate(s). All legal rights and obligations between the successful candidate(s), if any, and the City will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

Applicants are cautioned not to make any assumptions as the implied meaning or intent of any part of the RFQ. Applicants should request clarification if needed. Every request for information on or clarification of the RFQ, must be submitted to Bradley Clark, Community Development Director, in writing at least seven (7) days prior to the date set for the deadline for submission of Statements of Qualifications.

A. CITY RESERVATION

The City of Grants Pass reserves the right to waive irregularities or discrepancies in a proposal if the City determines that the waiver is in the best interest of the City.

B. ADDENDA TO THE RFQ

The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments by proposers raise issues that require clarification by the City, or the City decides to revise any part of this RFQ, addenda will be provided on the City's website at <https://www.grantspassoregon.gov/bids.aspx>. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

C. PROTEST

Any prospective service provider who contends that the provisions of the RFQ or any aspect of the procurement process will encourage favoritism in the award of the contract, or substantially diminish competition, must file a written protest to the RFQ at least seven days prior to the date set for the opening of the Statements of Qualifications. Failure to file a protest will be deemed a waiver of any claim by a prospective service provider that the procurement process violates any provision of ORS Chapter 279, the City of Grants Pass Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

D. CONTRACT

The service provider selected by the City will be expected to enter a written contract with the City of Grants Pass. Unconditional refusal to accept the contract provisions proposed by the City without offering acceptable alternatives may result in disqualification of the provider. The offered contract will include a prohibition restricting the service provider from doing business with any development interests in the city during the period of contractual service.

E. EVALUATION CRITERIA

The selection of the service provider shall be based on the criteria as cited in Section IV.

F. PROFESSIONAL RESPONSIBILITIES

The selected provider shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards. The selected provider shall be responsible to comply with any additional federal or state requirements that may apply to the services.

G. INSURANCE REQUIREMENTS

Upon selection of a provider and entering into a contract agreement the provider shall, at their own expense, at all times during the term of the contract, maintain in force:

1. A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and owner's and contractor's protective insurance;
2. A professional errors and omissions liability policy; and
3. A comprehensive motor vehicle liability policy including owned and non-owned motor vehicles.
4. The coverage under each liability insurance policy shall be not less than \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by the

provider, or by an employee, representative, or agent of provider, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.

5. Liability coverage shall be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable.
6. Certificates of insurance acceptable to the City shall be filed with City prior to the commencement of any work by the provider. Each certificate shall state that coverage afforded under the policy cannot be cancelled and any change in or cancellation of coverage cannot be made until at least 30 days prior written notice has been given to City. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

H. OWNERSHIP OF DOCUMENTS

Final original documents prepared for the professional services covered by the contract shall be deemed to be owned by the City of Grants Pass and shall be delivered to the City upon completion of the documents.

I. ADDITIONAL TERMS

1. The City reserves the right to wave irregularities or deficiencies in a proposal if the City determines that waiver is in the best interest of the City.
2. The City may request supplemental written information from a proposer concerning the proposer's ability to perform services. If a proposer fails to provide supplemental information within the time stated in the request, the City may refuse to consider the proposal.
3. The City may request an interview with any proposer. If a proposal is unclear, or appears inadequate, the proposer may be given an opportunity in the interview to explain how the proposal complies with the RFQ.
4. The City reserves the right to make such investigation as it deems appropriate to determine whether a proposer is qualified to provide services. If a proposer fails to cooperate with the investigation, or if

a proposer provides false, misleading, or incomplete information, the City may refuse to consider the proposal.

- 5.** In cases of doubt or differences of opinion concerning the interpretation of this RFQ, the City reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFQ.