

RFQ 15-08, Addendum 2



Date: Thursday, September 17, 2015

To: All Prospective Vendors

From: Andrea Foren Rennie, CPPO, CPPB – 479.575.8220 – aforen@fayetteville-ar.gov

RE: RFQ 15-08, Transportation Master Plan

This addendum is hereby made a part of the contract documents to the same extent as though it were originally included therein. Proposers should indicate their receipt of same in the appropriate blank of the Signature Submittal Form (see below).

1. The deadline for responses for this project is hereby extended. **Responses are due by Friday, October 23, 2015 before 2:00 PM.**
2. All references to “RFP” in Addendum 1 are hereby modified to “RFQ”.
3. For additional project exposure and due diligence based on the importance of this project, it will be advertised with the following entities:
 - o Congress for New Urbanism (CNU), <http://cnu.org>
 - o American Planning Association (APA), <https://www.planning.org/>
 - o Re-advertised in the NWA Times
4. Acknowledgement for this addendum is not required to be completed on the Signature Submittal Form.

RFP 15-08, Addendum 1



Date: Thursday, September 10, 2015

To: All Prospective Vendors

From: Andrea Foren Rennie, CPPO, CPPB – 479.575.8220 – aforen@fayetteville-ar.gov

RE: RFP 15-08, Transportation Master Plan

This addendum is hereby made a part of the contract documents to the same extent as though it were originally included therein. Proposers should indicate their receipt of same in the appropriate blank of the Signature Submittal Form.

1. RFP responses shall include a written narrative describing the method or manner in which the Proposer proposes to satisfy requirements of this RFQ in the most cost effective manner.
 - o This information should be included in the response and does count towards the 25-page limit.
 - o There is no formal location as to where this information needs to be located at.



City of Fayetteville, AR
Purchasing Division, Room 306
113 W. Mountain Street
Fayetteville, AR 72701
Phone: 479-575-8220

TDD (Telecommunication Device for the Deaf): 479.521.1316

RFQ (REQUEST FOR STATEMENT OF QUALIFICATION)

REQUEST FOR QUALIFICATION: RFQ 15-08, Transportation Master Plan
DEADLINE: Friday, September 18, 2015 before 2:00:00 PM, local time
DELIVERY LOCATION: Room 306 – 113 W. Mountain, Fayetteville, AR 72701
PURCHASING AGENT: Andrea Foren Rennie, CPPO, CPPB, aforen@fayetteville-ar.gov
DATE OF ISSUE AND ADVERTISEMENT: Tuesday, August 25, 2015

REQUEST FOR STATEMENT OF QUALIFICATION
RFQ 15-08, Transportation Master Plan

No late qualifications will be accepted. RFQ’S shall be submitted in sealed envelopes labeled with the project name, contact name, and address of the Proposer.

RFQ’s shall be submitted in accordance with the attached City of Fayetteville specifications and RFQ documents attached hereto. Each Proposer is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of submitting, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and City Purchasing Manager.

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

**City of Fayetteville, Arkansas
Request for Statements of Qualification
RFQ 15-08, Transportation Master Plan**

The City of Fayetteville, Arkansas, is requesting statements of qualifications (RFQ) from firms interested in providing consulting services, including engineering components, for a transportation master plan.

To be considered, statements of qualification shall be received at the City Administration Building, City Hall, Purchasing – Room 306, 113 West Mountain, Fayetteville, Arkansas before **Friday, September 18, 2015 before 2:00:00 PM**, local time. Statements of qualification will only be accepted before the deadline.

Forms & addendums can be downloaded from the City's web site at <http://bids.fayetteville-ar.gov>. All questions regarding the process should be directed to Andrea Foren Rennie at aforen@fayetteville-ar.gov or (479)575-8220.

Statements of qualification submitted shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises.

The City of Fayetteville reserves the right to reject any or all proposals and to waive irregularities therein, and all Proposers shall agree that such rejection shall be without liability on the part of the City of Fayetteville for any damage or claim brought by any Proposer because of such rejections, nor shall the Proposers seek any recourse of any kind against the City of Fayetteville because of such rejections. The filing of any Proposal in response to this invitation shall constitute an agreement of the Proposer to these conditions.

CITY OF FAYETTEVILLE, ARKANSAS

By: Andrea Foren Rennie, CPPO, CPPB

Title: Purchasing Agent

Ad date: 08/25/2015

1. SUBMISSION OF A STATEMENT OF QUALIFICATION SHALL INCLUDE:

- a. A written narrative describing the method or manner in which the Proposer proposes to satisfy requirements of this RFQ in the most cost effective manner. The term Proposer shall be in reference to a firm or individual responding to this solicitation. The term proposal is used in this documents as equal to statement of qualification.
- b. A description of the Proposer's experience in providing the same or similar services as outlined in the RFQ. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also, include the reference information requested in this RFQ.
- c. Statement should be no more than twenty five (25) pages; single sided, standard, readable, print on standard 8.5x11 papers. Proposers are also allowed to submit a three (3) page (maximum) executive summary. The following items will not count toward the page limitations: appendix, cover sheet, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and forms provided by the City for completion.
- d. All Proposers shall submit ten (10) paper copies of their statement of qualification as well as one (1) electronic copy on a properly labeled CD or other electronic media device. **The electronic copy submitted should be submitted as a SINGLE FILE in format acceptable to Adobe in a save able format.** Files contained on the CD or electronic media shall not be restricted against saving or printing. The electronic copy shall be identical to the original papers submitted. Electronic copies shall not be submitted via e-mail to City employees by the Proposer.
- e. Proposals will be reviewed following the stated deadline, as shown on the cover sheet of this document. Only the names of Proposer's will be available after the deadline until a contract has been awarded by the Fayetteville City Council. All interested parties understand proposal documents will not be available until after a valid contract has been executed and at that time only for the intended selection.
- f. Proposers shall submit a statement of qualification based on documentation published by the Fayetteville Purchasing Division.
- g. Proposals shall be enclosed in sealed envelopes or packages addressed to the City of Fayetteville, Purchasing Division, Room 306, 113 W. Mountain, Fayetteville, AR 72701. The name, address of the firm and Bid, RFP, or RFQ number shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
- h. Proposals must follow the format of the RFQ. Proposers should structure their responses to follow the sequence of the RFQ, if provided.
- i. Proposers shall have experience in work of the same or similar nature, and must provide references that will satisfy the City of Fayetteville. Proposer may furnish a reference list of clients for whom they have performed similar services and must provide information as requested in this document.
- j. Proposer is advised that exceptions to any of the terms contained in this RFQ or the attached service agreement must be identified in its response to the RFQ. Failure to do so may lead the City to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

- k. Local time shall be defined as the time in Fayetteville, Arkansas on the due date of the deadline. Documents shall be received before the deadline time as shown by the atomic clock located in the Purchasing Division Office.

2. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATION:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing via e-mail to the Purchasing Department. Responses to questions may be handled as an addendum if the response would provide clarification to the requirements of the proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed RFQ made or given prior to the award of the contract.

3. RIGHTS OF CITY OF FAYETTEVILLE IN THIS PROCESS:

In addition to all other rights of the City of Fayetteville, under state law, the City specifically reserves the following:

- a. The City of Fayetteville reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual Proposer does not require negotiation with others.
- b. The City of Fayetteville reserves the right to select the proposal that it believes will serve the best interest of the City.
- c. The City of Fayetteville reserves the right to accept or reject any or all proposals.
- d. The City of Fayetteville reserves the right to cancel the entire request.
- e. The City of Fayetteville reserves the right to remedy or waive technical or immaterial errors in the request for statements of qualification or resulting submittal.
- f. The City of Fayetteville reserves the right to request any necessary clarifications, additional information, or proposal data without changing the terms of the proposal.
- g. The City of Fayetteville reserves the right to make selection of the Proposer to perform the services required on the basis of the original proposals without negotiation.
- h. The City of Fayetteville intends on utilizing the received proposals for applicable 2015-2016 engineering, architectural, and land surveying projects. Projects believed to be under \$20,000 by the City will be selected by the Department/Division head in accordance with the presented selection criteria in this RFQ. Projects expected to exceed \$20,000 shall be voted on by the selection committee and any related contract exceeding \$20,000 shall require formal authorization by the Fayetteville City Council.

4. EVALUATION CRITERIA:

The evaluation criterion defines the factors that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. Proposers shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal submitted shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified Proposer, per the evaluation criteria listed in this RFQ. Proposers are not guaranteed to be ranked.

5. COSTS INCURRED BY PROPOSERS:

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

6. ORAL PRESENTATION:

An oral presentation and/or interview may be requested of any firm, at the selection committee's discretion.

7. CONFLICT OF INTEREST:

- a. The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided in City of Fayetteville Code Section 34.26 titled "Limited Authority of City Employee to Provide Services to the City".
- b. The Proposer shall promptly notify Andrea Foren, City Purchasing Agent, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the Proposer's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest or circumstance, the nature of which the Proposer may undertake and request an opinion to the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Proposer. The City agrees to communicate with the Proposer its opinion via e-mail or first-class mail within thirty days of receipt of notification.

8. WITHDRAWAL OF PROPOSAL:

A proposal may be withdrawn at any time.

9. LATE PROPOSAL OR MODIFICATIONS:

- a. Proposal and modifications received after the time set for the proposal submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The City will not be responsible for misdirected bids. Proposers should call the Purchasing Division at (479) 575-8220 to insure receipt of their submittal documents prior to opening time and date listed.
- b. The time set for the deadline shall be local time for Fayetteville, AR on the date listed. All proposals shall be received in the Purchasing Division BEFORE the deadline stated. The official clock to determine local time shall be the atomic clock located in the Purchasing Division, Room 306 of City Hall, 113 W. Mountain, Fayetteville, AR.

10. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

- a. The laws of the State of Arkansas apply to any purchase made under this request for statements of qualification. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), & OSHA as applicable to this contract.
- b. Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises.

11. COLLUSION:

The Proposer, by affixing his or her signature to this proposal, agrees to the following: "Proposer certifies that his proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and/or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

12. RIGHT TO AUDIT, FOIA, AND JURISDICITON:

- a. The City of Fayetteville reserves the privilege of auditing a vendor's records as such records relate to purchases between the City and said vendor.
- b. Freedom of Information Act: City contracts and documents prepared while performing City contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Fayetteville, the (Contractor) will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. §25-19-101 et. seq.). Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.
- c. Legal jurisdiction to resolve any disputes shall be Arkansas with Arkansas law applying to the case.

13. CITY INDEMNIFICATION:

The successful Proposer(s) agrees to indemnify the City and hold it harmless from and against all claims, liability, loss, damage or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the services or any part thereof covered by this order, and such obligation shall survive acceptance of the services and payment thereof by the City.

14. VARIANCE FROM STANDARD TERMS & CONDITIONS:

All standard terms and conditions stated in this request for statements of qualification apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by Proposers prior to submitting a proposal on this requirement.

15. ADA REQUIREMENT FOR PUBLIC NOTICES & TRANSLATION:

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 479.521.1316 (telecommunications device for the deaf), not later than seven days prior to the deadline. Persons needing translation of this document shall contact the City of Fayetteville, Purchasing Division, immediately.

16. PAYMENTS AND INVOICING:

The Proposer must specify in their proposal the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFQ. Further, the successful Proposer is responsible for immediately notifying the Purchasing Division of any company name change, which would cause invoicing to change from the name used at the time of the original RFQ. Payment will be made within thirty days of invoice received. The City of Fayetteville is very credit worthy and will not pay any interest or penalty for untimely payments. **Payments can be processed through Proposer's acceptance of Visa at no additional costs to the City for expedited payment processing.** The City will not agree to allow any increase in hourly rates by the contract without PRIOR Fayetteville City Council approval.

17. CANCELLATION:

- a. The City reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.
- b. Failure of the contractor to comply with any of the provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Fayetteville.

- c. In addition to all other legal remedies available to the City of Fayetteville, the City reserves the right to cancel and obtain from another source, any items and/or services which have not been delivered within the period of time from the date of order as determined by the City of Fayetteville.
- d. In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate of the last day of the current fiscal period without penalty or expense to the City.

18. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITIONS AND/OR MERGERS:

- a. The Contractor shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the City. If a Proposer intends to subcontract a portion of this work, the Proposer shall disclose such intent in the proposal submitted as a result of this RFQ.
- b. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) calendar days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFQ, without exception shall constitute approval for purpose of this Agreement.

19. NON-EXCLUSIVE CONTRACT:

Award of this RFQ shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such an action to be in the City's best interest. In the case of multiple-phase contracts, this provision shall apply separately to each item.

20. ADDITIONAL REQUIREMENTS:

The City reserves the right to request additional services relating to this RFQ from the Proposer. When approved by the City as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may become necessary.

21. SERVICES AGREEMENT:

A written agreement, in substantially the form attached, incorporating the RFQ and the successful proposal will be prepared by the City, signed by the successful Proposer and presented to the City of Fayetteville for approval and signature of the Mayor.

22. INTEGRITY OF STATEMENT OF QUALIFICATION (RFQ) DOCUMENTS:

Proposers shall use the original RFQ form(s) provided by the Purchasing Division and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the RFQ form(s) if sufficient space is not available on the original form for the Proposer to enter a complete response. **Any modifications or alterations to the original RFQ documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of such RFQ response.** Any such modifications or alterations a Proposer wishes to propose shall be clearly stated in the Proposer's RFQ response and presented in the form of an addendum to the original RFQ documents.

23. LOBBYING:

Lobbying or communicating with selection committee members, City of Fayetteville employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by

the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, and agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is **strictly prohibited** either upon advertisement or on a date established by the City of Fayetteville and shall be prohibited until either an award is final or the protest is finally resolved by the City of Fayetteville; provided, however, nothing herein shall prohibit a prospective/bidder/proposer from contacting the Purchasing Division to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities or communication shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.

24. DEBARRED ENTITIES:

By submitting a statement of qualification, vendor states submitting entity is not a debarred contractor with the federal, any state, or local government.

25. OTHER GENERAL CONDITIONS:

- a. Proposers shall provide the City with proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing responses shall be borne by the Proposer.
- b. The City reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
- c. The request for statement of qualification is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by Proposer in preparation. It shall be clearly understood that any costs incurred by the Proposer in responding to this request for statements of qualification is at the Proposer's own risk and expense as a cost of doing business. The City of Fayetteville shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
- d. If products, components, or services other than those described in this bid document are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five working days following the request.
- e. **Any uncertainties shall be brought to the attention to Andrea Foren immediately via telephone (479.575.8220) or e-mail (aforen@fayetteville-ar.gov).** It is the intent and goal of the City of Fayetteville Purchasing Division to provide documents providing a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all Proposers to be on equal terms.
- f. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Andrea Foren, City of Fayetteville, Purchasing Agent via e-mail (aforen@fayetteville-ar.gov) or telephone (479.575.8220). No oral interpretation or clarifications will be given as to the meaning of any part of this request for statements of qualification. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
- g. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews.
- h. Any information provided herein is intended to assist the Proposer in the preparation of proposals necessary to properly respond to this RFQ. The RFQ is designed to provide qualified Proposers with

sufficient basic information to submit proposals meeting minimum specifications and/or test requirements, but is not intended to limit a RFQ's content or to exclude any relevant or essential data.

- i. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.
- j. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Fayetteville. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
- k. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to City of Fayetteville.

26. INSURANCE:

- a. Any project selected under this RFQ shall require professional liability insurance in the amount of \$1 million US dollars, at minimum. Such Certificate of Insurance shall list the City as an additional insured and not be required unless firm is selected.

27. SELECTION CRITERIA:

The evaluation criterion below defines the factors which will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. The evaluation factors are as listed below. **Firms shall not submit pricing of any kind including but not limited to hourly rates, etc.**

- 1) 30 Points – **Specialized experience and technical competence of the firm** with respect to the type of professional services required.
- 2) 25 Points – **Capacity and capability of the firm** to perform the work in question including specialized services, within the time limitations fixed for the completion of the project.
- 3) 25 Points – **Past record of performance** of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines, and comparable current and completed projects, within the past years, accomplished by current staff and key personnel to be assigned to projects.
- 4) 20 Points – **Proximity to and familiarity with the area in which the project is located** including the location of main office and/or branch office that will provide engineering services.

**Note: Price will not be a considered factor used to select a vendor. After a vendor has been selected based on qualifications, the City will attempt to negotiate with the vendor selected. In the event the City is not able to negotiate a successful contract with the selected vendor, the City reserves the right to cease negotiations with such selected vendor and proceed on to the next selected vendor.

City of Fayetteville
RFQ 15-08, Transportation Master Plan
SECTION B: Vendor References

The following information is required from all firms so all statements of qualification may be reviewed and properly evaluated:

COMPANY NAME: _____

NUMBER OF YEARS IN BUSINESS: _____ HOW LONG IN PRESENT LOCATION: _____

TOTAL NUMBER OF CURRENT EMPLOYEES: _____ FULL TIME _____ PART TIME

NUMBER OF EMPLOYEES PLANNED FOR THIS CONTRACT: _____ FULL TIME _____ PART TIME

PLEASE LIST FOUR (4) REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED CONTRACT SERVICES FOR WITHIN THE PAST FIVE (5) YEARS (All fields must be completed):

1. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

2. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

3. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

4. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

1. Disclosure Information

Proposer shall disclose any possible conflict of interest with the City of Fayetteville, including, but not limited to, any relationship with any City of Fayetteville employee. Proposer response must disclose if a known relationship exists between any principal or employee of your firm and any City of Fayetteville employee or elected City of Fayetteville official.

If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your bid/proposal to be eligible for consideration.

PLEASE CHECK ONE OF THE FOLLOWING TWO OPTIONS, AS IT APPROPRIATELY APPLIES TO YOUR FIRM:

_____ 1) NO KNOWN RELATIONSHIP EXISTS

_____ 2) RELATIONSHIP EXISTS (Please explain): _____

I certify that; as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true; and my organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

2. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit to the City a primary contact name, e-mail address, and phone number (preferably a cell phone number) where the City selection committee can call for clarification or interview via telephone.

Name of Firm: _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Phone#1 (cell preferred): _____ Phone#2: _____

E-Mail Address: _____

3. Please acknowledge receipt of addenda for this invitation to bid, request for proposal, or request for qualification by signing and dating below. All addendums are hereby made a part of the bid or RFQ documents to the same extent as though it were originally included therein. Proposers/Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject vendor to disqualification.

ADDENDUM NO.	SIGNATURE AND PRINTED NAME	DATE ACKNOWLEDGED

4. Please acknowledge receipt of addenda for this invitation to bid, request for proposal, or request for qualification by signing and dating below. All addendums are hereby made a part of the bid or RFQ documents to the same extent as though it were originally included therein. Proposers/Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject vendor to disqualification.

5. As an interested party on this project, you are required to provide debarment/suspension certification indicating in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

6. Signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Questions regarding this form should be directed to the City of Fayetteville Purchasing Division.

NAME: _____

COMPANY: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

Signed by :

SIGNATURE: _____

PRINTED NAME : _____

TITLE: _____

DATE: _____

2.) PLEASE FILL OUT THE SECTION BELOW AND SUBMIT THIS FORM WITH YOUR STATEMENT OF QUALIFICATIONS:

- a) I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true;

Name of Firm

Printed Name

Signature

Title

Date

1. **PROJECT DESCRIPTION AND SCOPE OF SERVICES SUMMARY:**

We will grow a livable transportation network.”

Fayetteville City Plan 2030

Streets are the lifeblood of our communities and the foundation of our urban economies. They make up 50% of the public space in Fayetteville and have the potential to foster business activity, serve as a front yard for residents, and provide a safe place for people to get around, whether by foot, bicycle, car, or transit. Fayetteville’s transportation network has been designed primarily – and some streets, exclusively – to optimize vehicular throughput and so it does not live up to this potential today. Even more telling, 40% of all pedestrian fatalities in Arkansas in 2013 occurred on arterial streets – an alarming proportion given the lack of pedestrian infrastructure on arterial roadways. Originally prioritized for vehicular traffic volume and speed, much of the city’s network does not support revenue generation and equitable transport.

The City of Fayetteville, Arkansas is therefore soliciting statements of qualifications from professional teams to assist with creating a new City Transportation Master Plan. The City recognizes that public space, including streets, is for living and doing business; transport is a means to these ends. The Northwest Arkansas Regional Planning Commission’s 2035 Regional Transportation plan projects the city to increase by almost 40% in population over the next 20 years. Therefore, an estimated 20,000 (minimum) additional dwelling units will need to be constructed over the next 20 years due simply to population growth. This means at least one third of the built environment which will exist in 2035 is yet to be constructed. The City desires a Transportation Master Plan which will leverage transportation network investments to locate expected growth for maximum economic and social returns. The project will evaluate the existing conditions of the transportation network in Fayetteville in this context and provide technical assistance for identifying opportunities for network investments to enhance livability and support wealth generation.

In support of the project’s livability touchstone and anticipation of implementation challenges, the importance of detailed technical analysis, scenario modeling, and surgical prioritization cannot be overstated. Many of the arterial streets in Fayetteville are multi-jurisdictional (state/US highways) and corresponding infrastructure investments must be justified analytically and with well-studied precedents from culturally similar locales. As such, coordination with the Arkansas State Highway and Transportation Department will be extensive, and persuading the AHTD to consider alternative strategies to transportation design will be crucial to the success of the City’s plan.

Equally important is earnest public engagement and the distilled presentation of analytical deliverables for the purposes of building public support in the middle and final phases of the project. In the launch phase, the City will rely on its City Plan 2030 and its Future Land Use Map to inform the plan’s broadest parameters and requires minimal – yet essential – public engagement from the selected team in the launch phase.

The City anticipates the work will require an interdisciplinary team with expertise in areas such as transportation and land use interactions, corridor planning, walkability auditing and suitability analysis, complete streets, low-cost interim improvements, multimodal corridor planning, bicycle system planning, select link analysis, scenario modeling, congestion management, road diets, infrastructure funding and prioritization strategies, multi-agency governance best practices, and additional public process support as necessary. Experience in cities with a major university, and expertise in transportation issues in and around university campuses is also important.

The City will provide the awarded firm with all available data in support of the project including: City Plan 2030 and the Future Land Use Map, the City’s Active Transportation plan, the Capital Improvement Program future project plans, GIS

data files, existing traffic volume and collision data, current plans and policies, and previous transportation studies. A consultant review of regional and state policies and plans will also be necessary. This information will be gathered from a variety of sources, including: the Arkansas Highway and Transportation Department, the Northwest Arkansas Regional Planning Commission, the University of Arkansas Campus Planning and Transit Divisions, The University of Arkansas Community Design Center, Ozark Regional Transit, and the Northwest Arkansas Regional Mobility Authority. The City anticipates the selected team will supplement provided data with modern collection methods.

The University of Arkansas is conducting a Master Transportation Plan for their Fayetteville campus, and expects to develop a draft report by spring/summer 2015. Use of data collected during this study, and coordination with the UA to eliminate duplication and insure that the plans mesh well together will be necessary.

The project duration for the City's study is expected to be approximately 12-18 months.

This scope of work will be completed with the preparation and adoption of a final City of Fayetteville Transportation Master Plan.

Professional teams are asked to assemble statements of qualifications attended by moderately-specific proposed work plans based on the detailed project description below.

2. HIGH PRIORITY TASKS:

- a. Condense recommendations into prioritized infrastructure projects for the City's yearly Capital Improvements budget, 5-year Capital Improvements Plan, and future transportation bond issues, including recommendations for street intersection improvements to reduce barriers to walkability.
- b. Review the City's existing transportation infrastructure policies and regulations and recommend changes, as needed, to the City's existing Master Street Plan, street cross-sections, minimum street standards, intersection standards, parking policies for new development and adaptive reuses (as they relate to the transportation system plan goals), and other design guidelines.
- c. Conduct a transportation system analysis for selected street segments including an updated multimodal traffic study with no-build scenarios, select links analysis, and consideration for induced demand among all modes. Produce recommendations for addressing east-west connectivity and general system performance.
- d. The City envisions the development of a local transit system plan that identifies opportunities and constraints for the development of an enhanced local public transit system tied to the City's future land use, density and intensity of urban form. Tasks related to this goal:
 - i. Identify and prioritize appropriate locations for Transit Oriented Development (TOD) nodes that align with the goals and objectives of City Plan 2030 and the Future Land Use Map. Recommend governance structures and amendments to City plans or policies that could provide catalyst for future TOD development.
 - ii. Consultation, review and evaluation of NWA transit systems (Razorback Transit and Ozark Regional Transit), their existing and planned operations and routes.
 - iii. Review of barriers to transit system success, including AHTD policies, lack of adequate support infrastructure, etc., especially along major corridors, and development of recommendations to remove these barriers.

- e. Identify, prioritize, and estimate costs for arterial redevelopment opportunities that are consistent with the goals and objectives of City Plan 2030 and the Future Land Use Map. Carry out revenue estimations/return on investment analysis associated with design and governance scenarios for key corridors and/or sites.

3. COMPLEMENTARY TASKS AND GUIDANCE:

- a. Conduct a review of the City's existing pedestrian and bicycling plans and maps. Recommend and prioritize active transportation infrastructure projects that will provide connectivity to areas of residential and commercial density and intensity for the greatest number of citizens at the lowest cost, by developing and utilizing a priority matrix/decision making policy tool for project selection. The City is specifically interested in an analysis of on-street bicycle infrastructure functionality and design that concludes in detailed locational recommendations.
- b. Develop final recommendations and prioritize in terms of congestion management, wealth generation/return on investment, and other criteria to be developed.
- c. Include public input and provide public outreach for the draft and the final Master Transportation Plan through public participation meetings, newsletter/website updates, and presentations to appointed and/or elected officials.

4. OTHER REQUIREMENTS:

- a. Any entity responding to this RFQ solicitation shall have professionally licensed engineers on staff or listed as a sub-consultant, which are currently licensed engineers in the State of Arkansas.
- b. Price shall not be considered until a vendor has been selected based on qualifications. Price will be negotiated with the most qualified vendor, as evaluated and voted by the selection committee. **Responses to this RFQ shall not include price.**
- c. After contract award, the awarded vendor shall furnish a certificate of insurance showing that insurance policies are carried in amounts acceptable. Forms of insurance shall be, Comprehensive General Liability, Worker's Compensation as required by the State of Arkansas, and Automobile coverage. Such insurance shall be kept in full force and in effect until all work has been satisfactorily completed and accepted. All certificates of insurance shall list the City of Fayetteville as an additional insured.

5. **CONTRACT:** The City of Fayetteville may use either a modified AIA Document A102-2007 contract or a City-created contract for this project.

6. **SUBMITTAL REQUIREMENTS:** The RFQ submittal should contain the following response items arranged in order, tabbed, and with a table of contents. In order to issue a uniform review process and to obtain the maximum degree of comparability, it is required that the submittal be organized in the manner specified.

- a. Statements of Qualification should be no more than twenty five (25) pages; single sided, standard, readable, print on standard 8.5x11 papers. The following items will not count toward the page limitations: appendix, cover sheet, letter of transmittal, resumes (no more than 1 page per person), single page tab dividers, and forms provided by the City for completion.
- b. **Title Page:** Show the name of agency/firm, address, and telephone number, name of contact person, date, and subject: RFQ 15-08.

- c. Table of Contents: Include a clear identification of the material by section and by page number.
 - d. Letter of Interest: Name, address, brief history of firm and Submitter's interest in the proposed project. Briefly state the agency/firm understands of the work to be done and make a positive commitment to perform the work. Give the name of the person(s) who will be authorized to make representation for the Submitter, their titles, addresses and telephone numbers. Describe the perceived strengths to carry out the project.
 - e. Project Team Organization: Provide an organizational chart indicating the relationship between the Submitter's staff members who have responsibilities related to this project. Indicate on the chart the names of key personnel and their titles. Submit professional qualifications and resumes of staff to be assigned to this project, showing where they have been performed work on similar projects including major transportation plans.
 - f. Specialized and Past Experience: Provide information regarding your past experience in providing the services requested in this RFQ including information pertaining to customer satisfaction, timely completion, and meeting budgets on similar projects. Actual price and fees shall not be included in submittal.
 - g. Schedule: Submitter shall provide a schedule for the completion of the scope of the specified project.
 - h. Additional Background: All Submitters are invited to include a maximum of two pages of information not included above which may be useful and applicable to this project.
7. **OTHER ITEMS REQUIRED**: Responses shall include the following in addition to other requirements specified.
- a. Specific project experience (within the past five years) with transportation master plans.
 - b. Records of previous similar projects with owner verification and contact information. Please provide contact information including reference contacts of the owner on at least 3 projects. These projects should be within the past five years.
 - c. Current and projected workload.