

2019 Traffic & Safety Engineering Services

TEAP Studies

Request for Proposal

Iowa Department of Transportation

Introduction

The Office of Traffic and Safety for the Iowa Department of Transportation (the Department) is interested in entering into a professional services contract with two consulting firms for work on traffic safety and operations engineering services. The selected consultants for this contract will be expected to efficiently perform services related to providing brief, unbiased recommendations and identifying clear process for cities and counties to obtain funding and implement improvements. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Office of Traffic and Safety currently has multiple consultants performing these services. However, the current Traffic & Safety Engineering Services on-call contracts are expiring. Consequently, all consultants may apply.

Due to the expiration of the existing contracts, the Department is seeking to negotiate and enter into two new three (3)-year service agreement contracts with two (2) separate consulting firms.

Project Scope

Services provided will include TEAP studies, SRTS studies, and miscellaneous traffic and safety engineering services.

TEAP provides traffic and safety engineering consulting expertise to cities and counties that are experiencing traffic safety or operational problems but have neither the funds nor the personnel to conduct an appropriate study. The goal of every TEAP study is to efficiently provide brief, unbiased recommendations and identify a clear process to obtain funding and implement improvements.

TEAP studies are limited to 100 hours of consultant time, not including travel, initial meeting, and scope development. A sample of past study topics includes high-crash locations, awkward or confusing intersections, locations where the traffic control is no longer adequate for the current traffic levels, truck route studies, or railroad crossing and closure recommendations.

SRTS studies are similar to TEAP but focus on school pedestrian routes including pick-up and drop-off areas, sidewalk and pedestrian crossing evaluations.

One of the keys to successful studies is speed of completion. Depending on the scope of the study, most studies should be completed within six months of assignment. In order to meet this goal, the consultant must not only commit resources in a timely manner, but also work well with local jurisdictions to identify the scope of the problem, organize timely data collection (usually collected by DOT or local representatives), and then submit draft studies that concisely addresses the problem and requires minimal review and revision by the Iowa DOT.

In addition to TEAP studies and SRTS studies, selected consultants may also be asked to provide miscellaneous traffic operations and safety services as assigned by the Office of Traffic and Safety. These services may include—but are not limited to—such work as traffic signal timing and design, preliminary intersection or interchange design, development and evaluation of concepts and cost estimates, and expert peer reviews.

Individual projects will be assigned based on a combination of proximity to the project, workload, and any identified specific project need.

Contract Information

The contracts are three year On-Call (as described in Appendix B of PPM 300.12) and the payment method is based on the supportable and reasonable costs within the consultant's accounting system. The anticipated payment method will be either Fixed Overhead or Cost Plus Fixed Fee as described in Appendix B of PPM 300.12.

There is no specific dollar amount allocated to this contract, and expenditures will vary dependent upon the number and magnitude of work orders over the contract period and funding available. The Department will not guarantee a set amount of work or contract value for this contract.

General Requirements

The consultant and their subconsultants are required to be prequalified as defined in the Department's Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Work under this contract will require prequalification in work category 236 "Traffic Operations Studies". Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the contract. Details regarding prequalification are available at the Consultant Utilization webpage, <http://www.prof-tech-consultant.dot.state.ia.us/>.

It is the policy of the Department that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. Should it be determined a DBE goal is needed, it will be negotiated as part of the contract. When a DBE goal is not established, the department still encourages the spirit of the program to be incorporated in the proposed contracts whenever possible. A list of certified DBE firms may be found at

<https://secure.iowadot.gov/DBE/Home/Index/>. A list of TSB firms may be found at <https://www.iowaeconomicdevelopment.com/tsb>.

Selection Information

The selection committee has established the following criteria for evaluating the proposals submitted. The weighted value of each criterion is indicated.

Evaluation factors used by the selection committee will include, but are not limited to the following:

30% Project Manager

- Relevant experience in traffic safety and traffic operations (versus highway design).
- Availability of Project Manager to assist staff and provide quality control.

(Note: Change of Project Manager during the course of the contract will be subject to Iowa DOT approval.)

20% Past Performance on similar projects

- Relevant projects involving traffic operations and safety ranging from local roads to expressway intersections and interchange ramp terminals.
- Experience preparing studies or reports that clearly and concisely describe and support recommendations at a level commensurate to the audience (sometimes Iowa DOT engineers, sometimes local officials).

20% Staffing Expertise

- Ability to analyze, evaluate and apply crash data to improvement concepts.
- Ability to use currently accepted software programs to analyze intersection and corridor capacity, traffic signal coordination, and Iowa crash data analysis.
- Specify EI, PE, or PTOE when applicable.

10% Proximity to Project Locations

- Ability to efficiently visit study locations anywhere in Iowa and meet with local representatives in a timely manner.

10% Experience with small communities

- Relevant experience conducting small-scale (less than 100 hour) studies with practical results.
- Ability to clearly identify solutions that can be easily implemented by localities with limited resources.
- Ability to work efficiently with local officials and representatives.

10% Commitment of Resources

- Ability to allocate necessary resources in a timely manner to complete studies within the desired time frame.

Contacting any selection team member other than the RFP contact person is inappropriate.

The selection committee does not anticipate the need for oral interviews.

Proposal Requirements

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. The location of the office where the majority of work will be performed.
6. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is 7 megabytes.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to jacqui.digiacinto@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on Tuesday, January 8, 2019.

Any technical questions or questions regarding this RFP shall be submitted via email to jacqui.digiacinto@iowadot.us. Any questions about this RFP must be received by noon on Friday, December 28, 2018. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <http://www.prof-tech-consultant.dot.state.ia.us>.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1399. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 515-239-1399.