

# **2019 Traffic & Safety Engineering Services**

## **Roundabout Review**

### **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 up to two consulting firms for work on roundabout reviews. The selected consultants for this contract will be expected to efficiently perform services related to providing brief, unbiased recommendations related to the review of roundabout designs and conducting feasibility reviews for potential roundabouts. 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 two consultants performing these services. However, the current Traffic & Safety Engineering Services on-call contract is expiring. **Consequently, all consultants may apply.**

##### **Project Scope**

Roundabout review may include any phase of a project from initial selection and layout to re-design of a roundabout. Reviews could include tasks such as feasibility studies, capacity and operational analyses, and reviews of design, lighting, signing, markings, etc.

As the Department is building roundabout expertise, it is also important to provide information, education and feedback to help the designers on future roundabout projects.

Most minor reviews should be able to be reviewed within one to two weeks. Some projects may be an iterative process that could take several months or more depending on what stage of development the project is in and the depth of review required.

One of the keys to successful studies is speed of completion. 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, and then submit an email or technical memorandum that concisely addresses the problem.

Individual projects will be assigned based on a combination of expertise needed, 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:

#### 40% Project Manager

- Relevant experience in all aspects of single-lane and multi-lane modern roundabout design including:
  - Roundabout site selection and feasibility studies
  - Roundabout capacity and operational analysis

- Roundabout geometric design
- Roundabout pedestrian and bicycle accommodation
- Roundabout lighting
- Roundabout signing and pavement markings
- Experience with reviewing existing roundabouts and recommending and implementing improvements
- Experience in teaching roundabout courses
- Research done on roundabouts
- Availability of Project Manager to assist staff and provide quality control.
- Specify EI, PE, or PTOE and licensed States when applicable.
- Change of Project Manager during the course of the contract will be subject to Iowa DOT approval.

#### 25% Past Performance on similar projects

- Relevant roundabout projects ranging from rural to urban settings and local roads to 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).

#### 25% Staffing Expertise

- Experience similar to Project Manager listed above.
- Ability to use currently accepted roundabout analysis software programs to analyze intersection and corridor capacity and operations and provide comparisons to other types of intersection design.
- Specify EI, PE, or PTOE and licensed States when applicable.

#### 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](mailto:jacqui.digiacinto@iowadot.us). An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received 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](mailto: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.