



**CITY OF CONCORD
ENGINEERING DEPARTMENT
850 WARREN C. COLEMAN BLVD.
P. O. BOX 308
CONCORD, NC 28026-0308**

**CITY OF CONCORD BID/RFQ # 2249
REQUEST FOR QUALIFICATIONS
FROM CONSULTANTS INTERESTED IN DESIGN OF
INTELLIGENT TRANSPORTATION SYSTEM (ITS) NETWORK
WITHIN THE CITY OF CONCORD
PER NCDOT/FHA GRANT REQUIREMENTS
CONCORD, NORTH CAROLINA
CITY OF CONCORD PROJECT #2013-054**

DECEMBER 1, 2014

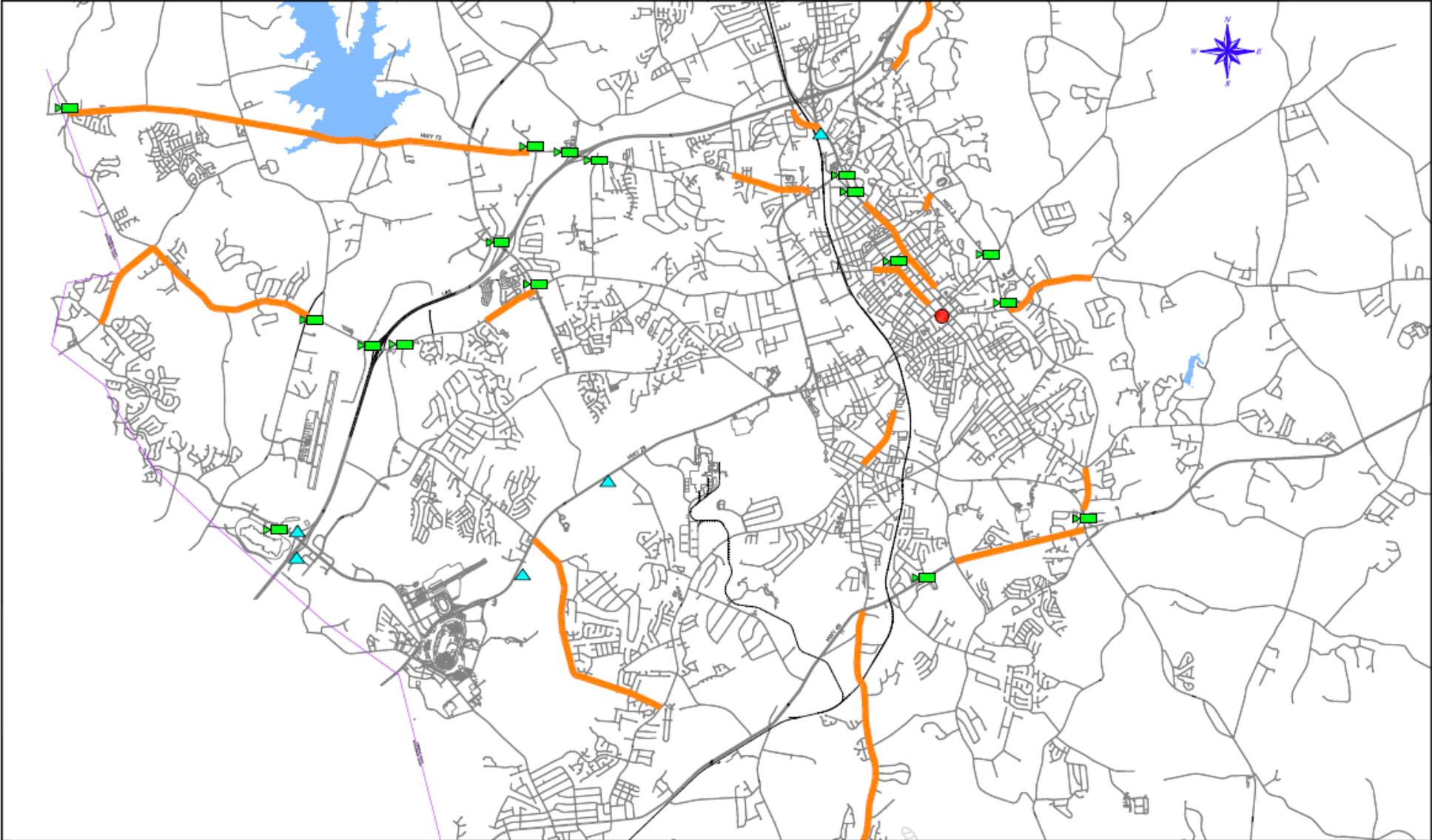
PROJECT BACKGROUND

Federal Highway Administration (FHA) Transportation, Community, and System Preservation (TCSP) Funds will be used to advance the City of Concord, North Carolina's Traffic Management System, enhancing mobility, safety, walkability, and air quality throughout Concord and the surrounding region. The requested funding will allow for the interconnection of 100-130 signalized intersections with the procurement and installation of above-ground fiber optic communications cable, installation of 20-30 traffic surveillance cameras, a dynamic message board, Ethernet network switches and hardware, laptop and desktop computers, video project wall, and vehicle travel time system, and the implementation of complete street strategies at certain intersections. This project is the result of a public-private partnership between the City of Concord, the North Carolina Department of Transportation (NCDOT), Concord Mills Mall, and Charlotte Motor Speedway will significantly improve traffic efficiency, flow, and safety for both interstate and intrastate traffic. See attached project map.

The purpose of the project is to advance the Concord Traffic Management System. This will serve to alleviate congestion throughout the city so as to manage traffic flow, provide additional capacity, improved air quality, increase walkability, and increase pedestrian safety.

The need for the traffic improvement systems arises due to Concord's unique position in Cabarrus County, in that there are current and significant traffic congestion issues, partly because it is the home of several major tourist destinations, including Concord Mills Mall, and the Charlotte Motor Speedway.

TCSP EXHIBIT MAP



TCSP Exhibit Map

- Legend**
- Proposed Traffic Camera 
 - Proposed Dynamic Message Board 
 - Proposed Server Location 
 - Proposed Fiber Communications 

PROJECT SCOPE AND FUTURE PROFESSIONAL SERVICES CONTRACT

The City of Concord is soliciting qualifications from well-qualified consultants to provide engineering design services and construction oversight for the expansion of the Intelligent Transportation System (ITS) network. This project will result in the design and implementation of various ITS elements throughout the City.

The consultant selected may be asked to provide any or all of the following services for this project: concept plans, preliminary design, site plans, utility coordination, cost estimate, bidding documents, specifications, bidding administration, construction administration, and inspection.

A description of the project may include, but is not limited to, the following:

- Expansion of the existing traffic signal/ITS communication network to interconnect the remaining, approximately 12, non-connected locations and consideration to interconnection of other adjacent City assets;
- Expansion of the current traffic surveillance program through site evaluation, site planning, hardware specifications and procurement documents;
- Investigate, recommend, and estimate the modernization of the existing Traffic Management Center video display;
- Investigate and provide a comprehensive plan for a more robust and redundant network architecture for the ITS system;
- Establish a recommendation and design for DMS elements at the I-85, exit 49, Northbound ramp and evaluate the option for real time traveler information;
- Integration of all the above elements into the existing ITS system, coordinated update of all communication implementation with the City's existing network asset management software, NexusWorx.

This RFQ and the future contract between the City of Concord and selected consultant will comply with **requirements established by NCDOT and/or the Federal Highway Administration and/or contract provisions outlined in Form FHWA-1273** and grant funding standard practices, and shall be incorporated herein by reference. In addition, the primary and/or sub-consultant firm(s) shall be Pre-qualified through NCDOT to perform services to perform the below referenced work. The NCDOT work codes required are

- 00209 – Signal System Design
- 00207 – Signal Design
- 00123 – Intelligent Transportation System Design

The development of the Plans and Specifications shall adhere to the requirements of the Metrolina Regional ITS Architecture as defined in the North Carolina Statewide ITS Strategic Deployment Plan.

Representatives from the City of Concord, NCDOT, and the selected Consultant, shall meet together regularly, for guidance on the initial work plan to gain consensus on the work plan prior to implementation.

All engineering design work must be performed by an engineer licensed in the State of North Carolina.

The City of Concord will make payments to the consultant based upon the completion of tasks and the receipt of progress reports along with summary of activities for the time period, adherence to time schedule and budget, and periodic summary of projected activities for the next time period, and/or written summary of any problems encountered during the time period. Fee Schedule and Descriptions will be incorporated into the negotiated contract as an attached Exhibit.

The selected consultant shall prepare and maintain all necessary backup documentation and required reporting accounting paperwork for the required and approved ITS grant work for the City of Concord.

It is a requirement of the City of Concord that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the Construction Management firm to ensure compliance with this requirement.

The City of Concord panel will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the panel will proceed to the second rated firm.

Equal Employment Opportunity - The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The City of Concord encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of

contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

The SPSF must be prequalified with the NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the City of Concord and firms that are SPSF certified through the NCDOT Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on NCDOT's homepage or by entering

<https://apps.dot.state.nc.us/vendor/directory/>

in the address bar of your web browser.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to NCDOT *prior* to submittal of your letter of interest. An application may be accessed at

<https://apps03.dot.state.nc.us/vendor/prequal>.

Having this data on file with the NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the City of Concord is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

This RFQ document shall be incorporated into the future negotiated Contract Documents as an attached Exhibit.

City of Concord requires that all Vendors must utilize the federal E-Verify program and must provide an E-Verify Affidavit at time of contract signature if the contract amount is in excess of \$300,000.

RFQ SUBMITTAL REQUIREMENTS

Firms should have no contact related to this project with elected officials or appointed officials during the public RFQ process. Any such contact will subject the firm to immediate disqualification for consideration for this project. A committee will first screen the RFQ applicants and then narrow them to three or four and will conduct interviews and make the selection recommendation.

The selection of the qualified consulting firm will be based on the totality of the circumstances of the qualifications of the firm as presented in the detailed qualifications statement set forth below. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality of the circumstances reflecting positively or negatively on the qualifications of the firm. Qualification Statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed, including project manager and any known sub-consultants.
- Experience in similar design with municipal ITS.
- Similar experience with publicly funded projects and/or governmental projects in North Carolina.
- Brief overview and history of the firm.
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- Other work commitments of the specified key personnel during this project time frame.
- Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, for work done in the past ten years, including name, address, telephone number and contact person most involved with the project.
- Historical data on at least three comparable projects completed over the past ten years showing schedule performance and change order history, including original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.
- History, if any, of prior involvement with the project described herein.
- Management of projects with required Disadvantaged and/or Minority Business Enterprises programs.
- Documentation of any history of litigation associated with project performance and/or professional liability.
- Documentation of the firm's safety history.
- The submission should be limited to 15 pages, , and single-spaced. Front and back covers and transmittal letter are not considered a part of the 15-page submittal. Submissions exceeding the 15-page limitation will not be considered. **Electronic copies of qualifications are due no later than 4:00 p.m. on JANUARY 7, 2015.**

The email address for submittals is:

City of Concord Engineering Department
Attn Jana E Churchwell, EI, Project Engineer
churchwellj@concordnc.gov

SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. The panel will narrow the applicants to a number of firms from between three to five firms and then may conduct interviews or provide opportunity for presentations of qualifications. Actual interviews may be conducted after review of the responses by interested firms.

The firm's recent experience, knowledge, and familiarity in the management of similar projects and the firm's demonstrated ability in incorporating the client's preferences. 40%

The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the Concord elected officials and with minimal to no change orders. 15%

The firm's ability to meet a time schedule established for the work 20%

The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project. 15%

The firm's ethical and professional standing and satisfactory performance on any previous contracts with the City of Concord including a positive client relationship, commitment to the project budget and sufficient supervision of the project. 10%

Firms not selected for interviews will be notified. Questions concerning purchasing policy or finance procedures should be directed to Sid Talbert, Purchasing Manager, at 704-920-5441.

Questions regarding request for qualifications and/or selection procedures or technical questions should be directed to Jana E Churchwell, EI, Project Engineer, 704-920-5405.

The City of Concord reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by no later than February 2015.