

**REQUEST FOR QUALIFICATIONS FOR ON-CALL
TRAFFIC ENGINEERING SERVICES FOR THE CITY OF HENDERSONVILLE**

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NOTICE TO RECEIVE REQUESTS FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the City of Hendersonville, Tennessee will receive proposals in the office of Public Works, City Hall, 101 Maple Drive North, Hendersonville, Tennessee 37075, until **2:00 p.m. (Central Time), July 27, 2017** for the following: **Request for Qualifications for On-Call Traffic Engineering Services for The City of Hendersonville**. Documents are on file and available for examination at the Public Works Department of Hendersonville, Tennessee located at 101 Maple Drive North.

The envelope containing the proposal must be sealed and contain the words "Request for Qualifications for Traffic Engineering Services for The City of Hendersonville".

Proposals received more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays before the time set for submittal of qualification statements, as well as proposals received after the time set for submittal of qualifications, shall not be considered and will be returned unopened.

The City of Hendersonville shall reserve the right to reject any and all proposals if said body deems it necessary in the best interest of the citizens of Hendersonville, Tennessee. Additional information may be obtained by contacting Mr. Marshall Boyd, City Engineer; 615-590-4633; mboyd@hvilletn.org.

Scope of Work

Traffic Impact Analyses Review Services

City of Hendersonville, Tennessee

I. BACKGROUND

The City of Hendersonville Subdivision Regulations (Section 3-103.206) provides the requirements for a Transportation Impact Study (TIS). Such TISs may be prepared by the developer's consultant and reviewed by a City-retained transportation consultant selected through this Request for Qualifications (RFQ) process, or alternatively, The TISs may be prepared by the City-retained transportation consultant selected through this Request for Qualifications (RFQ) process. Therefore, the City has a need for peer review or preparation of TISs for the Planning/Engineering Department staff review of development applications.

The Subdivision Regulations will be amended to provide for the peer review or by a City-retained transportation consultant. This change is considered to generate the following improvements in the management of the City of Hendersonville transportation system:

- Provide better management of infrastructure improvements throughout the City's transportation network.
- Allow more effective staff devotion to facilitate development approvals.
- Provide better coordination among multiple developments within a corridor.

The selected consultant shall serve as an independent consulting resource for the City of Hendersonville. The selected consultant shall provide the City of Hendersonville with said services, moreover described in Section III, so as to provide the City with professional expertise and expedited reviews of TISs in association with development applications.

Elements of work in this scope shall include up to two initial meetings with the development application team, providing guidance and review of the TIS project scope and Memorandum of Understanding, providing available transportation inventory data from City of Hendersonville resources, clarifying study criteria based upon the City of Hendersonville Subdivision Regulations, reviewing projected trip generation and directional distribution of site and any off-site trips, checking submitted reports for accuracy and correctness, investigating the suitability of TIS recommendations, responding to the TIS preparer and City staff, and representing the City of Hendersonville at project meetings and hearings. These services shall be defined on a task basis as outlined in this scope.

II. OBJECTIVES

The objective of this scope is for the selected consultant to provide their TIS knowledge and skill sets to assist in the development review process as it relates to the City's transportation network. This includes the successful direction, data, criteria, evaluation, review or preparation and coordination of TISs as an element of development applications. The City anticipates that the majority of the work will be to review the developers TISs. High profile projects will be prepared by the City's selected consultant on a case by case basis.

The finalized and accepted Transportation Impact Study (TIS) documents shall identify developer obligations for project approval. City staff will place these requirements in the staff report for the applicable development. If requested by City staff, the selected consultant shall represent the City at the Hendersonville Regional Planning Commission (HRPC) and Board of Mayor and Aldermen (BOMA) meetings.

It is anticipated that this contract will be for a 3 year period. Compensation shall be negotiated following the selection of a consultant.

III. DESCRIPTION OF ENGINEERING SERVICES

PROJECT MANAGEMENT AND COORDINATION

The selected consultant will manage each TIS review or TIS preparation project for the City of Hendersonville, following all applicable City of Hendersonville development review processes and standards. At the beginning of the project, the City of Hendersonville City Engineer will hold a meeting with the selected consultant and the development team's traffic engineer to initiate the project and formulate a clear understanding of the project requirements. This meeting will include discussion of the project scope and fee, schedule, communication protocol, and team organization.

The selected consultant may hold up to two additional meetings as needed with Planning/Engineering staff during the TIS review or preparation. The selected consultant shall hold a final presentation (third possible) meeting with Planning/Engineering staff at which the consultant will provide his recommendations from the TIS review for inclusion into the City Staff report. Project meetings for the TIS elements will be conducted either at the City offices or, when appropriate, by teleconference to provide detailed updates on the project status. The selected consultant will prepare agendas for and schedule all meetings with concurrence of the City Engineer, and prepare minutes of all meetings.

TASK 1: INITIAL COORDINATION AND GUIDANCE OF DEVELOPER TIS

Development applications with a significant traffic impact require a detailed TIS in order to identify needed transportation improvements. Such improvements will need to integrate with the City of Hendersonville Major Thoroughfare Plan and therefore include multi-modal activities occurring on the transportation network. The selected consultant will have a thorough knowledge of the Land Use and Transportation Plan, City of Hendersonville Subdivision Regulations, as well as other background or ongoing TISs that relate to the development proposal. This knowledge will include the scope and schedule of City Capital Improvement Projects and other developer or agency projects for transportation, the available database of transportation demand, and current traffic signal program data, where applicable. This inventory of data gathering is to facilitate the initial meeting with the TIS preparer in accordance with the Subdivision Regulations. The selected consultant will attend the initial meeting and provide available pertinent data as well as give guidance on the Subdivision Regulation items listed below.

(i) Initial Meeting

Prior to the preparation of a transportation impact analysis, the preparer shall review the following with the Engineering Department or its designee:

- A.) Study methodologies and assumptions
- B.) The study area designation
- C.) The study horizon year
- D.) The time periods to be analyzed
- E.) Other approved developments in progress; and planned or on-going relevant transportation projects
- F.) Safety concerns within the study area

The TIS preparer will submit a Memorandum of Understanding (MOU) based on input received at the initial meeting. The selected consultant will answer any questions from the TIS preparer in his/her formulation of the MOU, and clear final review approval of the MOU with the City Engineer before authorizing the TIS to proceed. The selected consultant shall also answer any questions from the TIS preparer in the process of performing the study.

TASK 2: DETAILED REVIEW OF SUBMITTED TIS

The selected consultant shall perform a detailed investigation of the submitted TIS. (The final version of the TIS is needed at the latest prior to the first resubmittal in the Design Review Team cycle, lest the development application be recommended for deferral to the following month.) This review includes the checking of the basic study assumptions, the inventory data applied, the directional distributions to be used, the trip generation calculations, the technical analyses, and the conclusions and recommendations. The selected consultant is not expected to collect traffic counts in the area of the development proposal, although he should utilize available sources of traffic data to develop a sense of the validity of the counts submitted in the TIS. The selected consultant shall clear with the City Engineer any corrections and adjustments that would be needed prior to relaying comments on the submitted TIS to the preparer. The selected consultant shall investigate the recommended TIS improvements in the context of other improvements proposed or planned by

government agencies and/or area developments. The consultant shall distinguish between needed on-site versus off-site improvements. The consultant shall also identify right-of-way requirements, sight distance and other safety issues, ITS elements and multi-modal accommodations as well as travel lanes and traffic controls. Where new turn lane and/or traffic signals are proposed, the consultant shall investigate warrants for these improvements according to established methods and ensure compliance with the City Street Specifications. In the case of a re-submittal of a TIS that needed revision, the selected consultant shall again clear with the City Engineer the final version before relaying acceptance of the revised TIS to the preparer.

TASK 3: ESTABLISHMENT OF TIS RECOMMENDATIONS

The outcome of the Task 2 detailed review is the formulation of recommendations and their presentation for the HRPC and BOMA, as needed.

TASK 3, Part A.) Formulation of review documents and recommendations for City Staff report

The selected consultant shall prepare a comprehensive transportation recommendation memorandum for the development's staff report, to include developer obligations for each specific improvement with the associated development stage requirement for completion. The consultant shall provide this memorandum to the City Engineer and Planning Director for placing the requirements into the staff report, in time for the publication of the staff report for its upcoming Hendersonville Regional Planning Commission (HRPC) meeting.

TASK 3, Part B.) Meetings and presentations as needed with HRPC and BOMA

When a development with a TIS component is on the agenda for an HRPC and/or BOMA meeting, the selected consultant may be required to attend and represent the City of Hendersonville. The consultant shall answer any questions of the legislators and applicants, and participate in the discussion on the transportation issues as needed.

TASK 4, CITY CONSULTANT PREPARATION OF DEVELOPERS TIS

As determined by City staff, high profile projects will be prepared by the selected consultant and presented to the developer following the procedures listed in Tasks 1-3. It is anticipated that the Developer will cover 90% of the cost and the City shall cover 10% of the cost associated with the scope of services. Regardless, the City shall be responsible for paying the consultant for all work authorized and completed.

TASK 5, GENERAL TRAFFIC ENGINEERING SERVICES

As determined by City staff, the selected consultant will help with general traffic engineering services associated with a variety of on-call capital projects to include, but not limited to:

- Signal Design
- ITS Design
- Signal Timing (including corridor analysis if necessary)

- Warrant Investigations for Signals and Turn Lanes
- Roadway Design
- Safety Studies
- Transportation Planning
- Traffic Data Collection
- Construction Engineering and Inspection

Additional services approved by the City will be scoped and billed at the hourly rates shown in the man-hour and fee breakdown.

SCHEDULE:

It is anticipated that the Tasks described in this scope be completed on the following schedule, based upon the monthly cycle for plan submittals to the City of Hendersonville:

Task 1: Prior to a pre-application meeting, the development team shall submit a MOU to City staff and the City selected consultant. The selected consultant shall provide final comments on the MOU to the Development Team within Five (5) business days of any submittal. The final comments on the MOU shall include advisory statements on various transportation issues such as signal spacing, intersection layouts, site access, right-of-way dedications, Major Thoroughfare Plan and safety concerns, etc. Following the MOU process there is a pre-application process that allows generally ten (10) days for staff review and comment. City staff will utilize the selected consultant's recommendation and advisory statements as part of our review of the proposed development.

Task 2: Following a formal TIS submittal, the selected consultant shall have a maximum of Five (5) business days to review and comment on the TIS. The selected consultant shall perform the detailed review of TIS with a response to be prepared for the Planning Director and City Engineer. It is anticipated that the selected consultant will have a maximum of two reviews on each developments TIS.

Task 3, Part A.): The selected consultant shall approve the TIS and make a formal recommendation on necessary offsite improvements, on-site improvements, access locations, signal spacing, right-of-way dedications, safety recommendations, signal timing, etc. The schedule for the preparation and publishing of the Planning Commission staff report sets the time requirement for the formulation of recommendations based on the review of the final TIS. Proposed developments that do not have final selected consultant recommendations prior to the deadline associated with the Planning Commission Staff report shall be deferred by City staff.

Task 3, Part B.) The schedule for the meetings of the HRPC is normally the first Tuesday of the month at 6:30 p.m. The schedule for the meetings of the BOMA is normally the second and fourth Tuesday of the month at 7:30 p.m., but just the second Tuesday for the month of December. If requested, the Consultant will plan to attend these meetings to represent City staff and participate in the discussions.

Task 4 and 5) Schedules, scope and budgets for these items shall be evaluated and negotiated on a project by project basis with the City and any development team involved in the project.

RFQ PROCESS INFORMATION

Methodology

Selection for the award of this contract will be based on a staff review and evaluation of the consultant's qualifications. Past performance on projects of similar nature, magnitude, and complexity will be the principal evaluation factors. The City may choose to short-list firms for a formal interview process.

All qualification and requirements must be met, or capable of being met by the responding firm, or its proposal will be disqualified as being nonresponsive.

Qualification Statement Format

In order to standardize and simplify the qualification statements for comparison and evaluation of the responding firms, all submittals must be organized in the manner set forth below, separated into separate sections, and appropriately titled. All information and materials shall be provided under a single cover. The technical proposal shall be submitted on no more than 16 ~ 8 ½"x11" single sided pages (Including the cover page and table of contents) and shall be organized and numbered to correspond to Section I through IV:

Section I (3 Pages Max) – Cover Page, Table of Contents and Letter of Interest: The Title Page should identify the project; the name of the firm, name of the firm's primary contact, address, telephone number, fax number and email address. The Table of Contents shall contain the sections and corresponding page number for the items listed below. All pages of the proposal must be clearly identified and consecutively numbered and correspond to the Table of Contents.

Section II – Business Organization and Resumes (5 Pages Max) - The full name and address of the firm's organization and the branch office that will provide the services herein shall be stated. At a minimum the team participants shall include a Contract Principal-In-Charge, Project Manager and an Assistant Project Manager. Qualifications, office locations and job assignments of the various team members assigned to the project shall be included. The RFQ shall contain a realistic projection of the percentage of work that will be performed by each team member. Any work to be performed outside the local office shall be identified and the location of the office at which the work is to be performed is to be identified. A written statement including the percentage of work and the location of the office performing the work is to be included in the RFQ. A statement from the firm shall be included that to the best of their knowledge there are no circumstances that would cause a conflict of interest in

performing these services for the City of Hendersonville. **All things being equal, preference will be given to proposers that have key personnel located within Middle Tennessee.**

It is imperative that the key personnel have the background, experience, and qualifications. The City must approve replacement staff before a substitute person is assigned to the Project. The City reserves the right to request that the consultant replace a staff person assigned to the contract should the City consider such a replacement to be in the best interest of the City. Key personnel shall be dedicated to serving public clients and shall not contract directly with private developers within the Middle Tennessee area without approval from the City of Hendersonville.

Section III - Project Plan (Max 3 Pages) – The Project Plan shall describe the proposer’s approach to the successful implementation of the proposed scope of services. Submit the following in the order below:

- A detailed summary of the Consultant’s understanding and approach to the City’s proposed scope of services to include any recommended changes or revisions.
- A detailed outline of proposed methodology to assist the City with implementation of Traffic Impact Study Review Services.

Section IV - References and Past Experiences (Max 5 Pages) – Provide three public agency references for similar assignments the Principal-in-Charge and Project Manager have been directly involved in. Past experience should be specifically in performing and reviewing traffic impact studies, investigating signal and auxiliary lane warrant analyses, preparing or reviewing signal plans, performing traffic signal coordination timing analysis and Intelligent Transportation System (ITS) planning, design and construction. Location, engineering fee and reference (contact person) shall be included for each project listed.

All **Respondents** are advised that they will not be considered or allowed to submit an RFQ response unless they have submitted statements of qualifications in accordance with this RFQ and have found to be qualified by the City of Hendersonville, in its sole discretion, to continue with the proposal process. The contract awards will be based upon the factors listed above. It is the intent of the City of Hendersonville to review the submitted RFQ’s and to select the most qualified, responsive firm for various tasks associated with improvements to the referenced infrastructure.

PROPOSED TIMETABLE

The following proposed timetable is for planning purposes only. The City of Hendersonville will make every attempt to comply with the times and dates set forth in this table, but reserves the right to adjust this timetable as required during the course of the RFQ process.

| | |
|---------------------|---------------|
| RFQ Advertised | June 22, 2017 |
| Receive Final RFQ's | July 27, 2017 |

The Request for Qualifications must be received by the City of Hendersonville before 2:00 PM, July 27, 2017. Proposals must be responsive to the requirements of the Request for Qualification. Failure to do so will render the submittals as nonresponsive.

Four (4) hard copies of the Proposal and one electronic copy must be submitted to:

**Mr. Marshall Boyd, City Engineer
Public Works Department
101 Maple Drive North
Hendersonville, Tennessee 37075**

Proposals must be submitted in strict compliance to the instructions included in the ***NOTICE TO RECEIVE REQUESTS FOR QUALIFICATION***. Upon receipt, the Proposals shall become the property of the City of Hendersonville, without compensation to the responding firms, for disposition or usage by the City of Hendersonville at its discretion.