

## **REQUEST FOR QUALIFICATIONS**

### **City of Missoula Transportation Engineering Consultant Services Term Contract**

The City of Missoula, Montana, is seeking Statements of Qualifications from qualified engineering consultants to provide professional services for traffic investigations, data collection, reports, traffic impact study and plan reviews, engineering design, estimates, specifications and related transportation engineering services for City of Missoula Engineering and Public Works projects. The City will select the qualified consultant for contract negotiation in accordance with selection procedures required by MCA Title 18, Chapter 8, "Procurement of Services" and adopted City policy for consultant selection.

#### **Project Description**

The selected consultant will provide services on an hourly basis for tasks assigned by the City Public Works Director and City Engineer, with a fixed, not-to-exceed budget of \$50,000. The consultant will be expected to attend regular weekly Traffic Services meetings (Thursday's from 12:30 to 2:00 P.M.) and communicate with City staff on a regular basis. The term contract will run for a period of six (6) months with the ability to extend for an additional six (6) months upon mutual agreement.

The ideal consultant will be an engineering firm or independent contractor that can provide a single point-of-contact with knowledge of City of Missoula standards and procedures and experience with City of Missoula projects.

#### **Scope of Services**

The consultant services required under this request may include, but will not necessarily be limited to, the following:

- Provide direct support in the development and management of the city's multi-modal, surface transportation projects according to established engineering standards and state or federal design and construction policies.
- Participate in the development and maintenance of transportation policies and procedures, and in plan and regulatory review, and work closely with stakeholders to improve transportation efficiency, safety, and connectivity in support of transportation planning documents and community goals.
- Assist in producing conceptual designs, plans, estimates, and specifications for multi-modal facilities located within the city public right-of-way, including alterations to existing streets and development of complete street design projects that integrate all modes of transportation.
- Investigate traffic safety issues and participate in the collection and analysis of data, including multimodal traffic counts, crash data records, speed zone studies, travel time, signal and crosswalk warrant studies, traffic calming, and requests for traffic control devices.
- Review traffic signal timing, traffic impact studies, construction traffic control, and other transportation-related reports and planning documents.
- Visually inspect construction sites for related transportation infrastructure, monitor deviations from approved plans, and report findings.
- Develop and check design calculations for quantities and project cost estimates, determine feasibility, write contracts and specifications for labor, materials, and equipment, and perform field engineering calculations for change orders and contracts.
- Provide coordination with consultants, contractors, utility companies and other governmental agencies and assist in distilling project information to city staff, elected officials, boards, commissions, and citizens at public hearings and informational meetings.
- Maintain all records related to studies and projects.

#### **Areas of Expertise**

Specific areas of expertise required under this request include:

- Knowledge of active transportation, multi-modal, and traffic engineering principles and practices in urban environments.

UNITED STATES DEPARTMENT OF JUSTICE

INVESTIGATION OF THE ACTS OF VIOLENCE AND DESTRUCTION OF PROPERTY

On the 1st day of January, 1968, at the City of New York, New York, I, the undersigned, a Special Agent in Charge of the Federal Bureau of Investigation, Department of Justice, do hereby certify that the following is a true and correct copy of the report of the Special Agent in Charge of the New York City Office, dated and captioned as above.

The report of the Special Agent in Charge of the New York City Office, dated and captioned as above, is hereby certified to be a true and correct copy of the report of the Special Agent in Charge of the New York City Office, dated and captioned as above.

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- Knowledge of innovations and trends in traffic engineering design and development.
- Knowledge of traffic control methods and devices, statistical and research procedures, traffic laws and regulations, and construction means and methods.
- Ability to prepare, review, and interpret engineering plans, specifications and technical reports.
- Ability to communicate effectively and maintain favorable public relations.
- Familiarity with local and regional transportation plans.
- Familiarity with engineering standards and design guidelines including AASHTO, NACTO, MUTCD, PROWAG, and ADA.

#### **Closing Date and Submittal Information**

Statements of Qualifications will be accepted by email only until 4:30 p.m. Mountain Time (MT) on Thursday, May 7, 2020. Submittals shall be emailed to [DSadmin@ci.missoula.mt.us](mailto:DSadmin@ci.missoula.mt.us) and shall include a complete PDF document of all requested information, clearly identified as "Statement of Qualifications for Transportation Engineering Consultant Services Term Contract." Please note maximum email file size is 10MB. Larger submittals need to be sent with a link to a cloud file service (SharePoint, Dropbox, etc.).

#### **Minimum Requirements**

As a minimum requirement, the Statement of Qualifications shall include the following:

1. Qualifications of Key Personnel. Describe relevant experience, expertise, and office location for each person assigned to the project. Include resumes as an appendix or attachment.
2. Services and Equipment. Provide a brief description of the services, equipment, software, and related experience the firm or independent contractor can provide.
3. Availability. Describe present and projected workload for key personnel through December 2020.
4. References. Provide a minimum of two (2) client references for similar projects performed by key personnel.

Statements of Qualifications shall be no longer than five (5) pages, not including resumes.

#### **Evaluation of Qualifications**

Each Statement of Qualifications will be ranked according to the following criteria:

1. Qualifications of Key Personnel – 25%
2. Services and Equipment – 10%
3. Location of Key Personnel – 15%
4. Availability of Key Personnel – 20%
5. Past Performance for the City of Missoula or references from similar communities – 20%
6. Responsiveness to the RFQ and overall clarity of submittal – 10%

#### **Selection Process and Contract Negotiations**

Statements of Qualifications will be ranked by a Selection Committee. Contract negotiations will commence immediately with the highest ranked consultant. If the City determines acceptable terms cannot be reached, the City will terminate negotiations and continue with the next highest ranked consultant.

The City may choose to expand a professional services contract resulting from this selection process to include similar or related work.

Questions may be directed to Public Works Director Jeremy Keene by email at [keenej@ci.missoula.mt.us](mailto:keenej@ci.missoula.mt.us).

Advertisement Published:

April 26, 2020

May 3, 2020

[illegible]

1. The first part of the document is a letter from the President of the United States to the President of the Republic of China, dated January 1, 1955. The letter is signed by Dwight D. Eisenhower and is addressed to Chiang Kai-shek. The letter discusses the relationship between the United States and the Republic of China, and the importance of the Republic of China in the Pacific region. The letter also mentions the recent visit of the President of the Republic of China to the United States, and the President's appreciation for the Republic of China's contribution to the defense of the Pacific.

1. The first of these is the fact that the Government has not yet decided whether it will accept the offer of the United States to purchase the surplus stocks of the Government. This is a very important question, and one which will have a great influence on the future of the Government. It is a question which will be decided in the near future, and it is a question which will be decided in the near future.

CONFIDENTIAL - SECURITY INFORMATION

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1. The following information is being furnished to you for your information only. It is not to be used for any other purpose.

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United States regarding the results of its investigation of the activities of the American Friends Service Committee in the Philippines. This is a matter of great importance to the Commission, and it is hoped that the Government will be able to provide the Commission with the information it needs as soon as possible.

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

1. The first group of people who are not allowed to enter the country are those who are not citizens of the United States and who are not permanent residents of the United States. This group includes all foreign-born individuals who are not citizens or permanent residents of the United States.

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