

FILLMORE CITY, UTAH REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

ISSUE DATE: November 9, 2023

TO: Engineering Firms

FROM: Kevin Orton, Fillmore City Recorder

SUBJECT: Request for Statements of Qualifications and Request for Proposals - Transportation Master Plan with a feasibility study element.

Fillmore City (City) issues this Request for Qualifications (RFQ) and Request for Proposals (RFP) from qualified consulting engineering firms for the purpose of preparing a Transportation Master Plan with a feasibility study element. Enclosed for your consideration is Fillmore City's Request for Qualifications and Request for Proposals (RFQ/RFP).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ/RFP. If you are interested in being considered, your RFQ/RFP must be received by the Fillmore City Recorder by **4 p.m., Tuesday, November 21, 2023**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information must be in writing via email to the Fillmore City Recorder. All questions, clarifications, or requests for general information and responses to such will be sent out to all interested persons. Interested persons are those individuals or entities who have provided notice of intent to provide an RFQ/RFP and a contact email address to the Fillmore City Recorder.

A committee consisting of the Fillmore City Council will rate each RFQ/RFP received using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ/RFP. The selection committee may interview one or more firms to further evaluate qualifications.

Any questions and correspondence should be directed to:

Kevin Orton
Fillmore Recorder
Fillmore City
75 W Center St
Fillmore, UT 84631
(435) 743-5233
recorder@fillmorecity.org

Contact regarding this project with any Fillmore City personnel or officials other than Fillmore City Recorder Kevin Orton or his designated representative, in writing, after the issue date of this RFQ/RFP will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS FILLMORE CITY TRANSPORTATION MASTER PLAN

I. INTRODUCTION

A. General Information

Fillmore City is requesting an RFQ/RFP from qualified consulting engineering firms to assist with the preparation of the following: Transportation Master Plan

There is no expressed or implied obligation for Fillmore City to reimburse responding firms for any expenses incurred in the preparation of an SOQ/SOP in response to this request. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ/RFP after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

B. Submittal Requirements

To be considered, 5 (five) hardcopies and 1 (one) digital copy of the RFQ/RFP must be received, as outlined in section III of this RFQ/RFP, by **4 p.m. on Tuesday, November 21, 2023**. Fillmore City reserves the right to reject any or all RFQs/RFPs submitted.

C. Evaluation and Selection

RFQs/RFPs submitted will be evaluated by a committee consisting of the Fillmore City Council. During the evaluation process, Fillmore City reserves the right, where it may serve Fillmore City's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the RFQs/RFPs during the City Council meeting on Tuesday, November 21, 2023.
2. The RFQs/RFPs will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ/RFP.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.

4. After completing the evaluation process, the committee will select the highest-scoring firm based on the evaluation criteria below.

II. NATURE OF SERVICES REQUIRED

A. General

Fillmore City is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFQ/RFP. This project is to be performed in accordance with the provisions contained in this Request for Qualifications and Request for Proposals.

B. Scope of Work to be Performed: Technical Expertise

It is the intent of this RFQ/RFP process to identify and engage the most qualified consulting firm to assist the City in a Transportation Master Plan. As part of the selection process, the selected firm will work with the City to prepare a more detailed scope of services for the Transportation Master Plan.

- Prepare a Transportation Master Plan with a feasibility study element and assist the council with interpretation of study findings.

Fillmore City will require the selected firm to perform the following tasks:

1. A Transportation Master Plan and Council Assistance

- a. Prepare a Draft Transportation Master Plan: Prepare a Draft Transportation Master Plan to improve the City's transportation system and to address key mobility needs to provide better travel choices for the residents and visitors. The plan should include a feasibility study element on a trail system. Considered trail locations will be available upon request.
- b. Meet with City to Review Draft Transportation Master Plan: Meet with City to discuss the Draft Transportation Master Plan. Comments will be solicited and incorporated into the Final Transportation Master Plan.
- c. Finalize Transportation Master Plan: Revise the plan based on City's comments and submit 3 final hard copies and one electronic copy in PDF format of the Transportation Master Plan to City.
- d. City Council Assistance: Provide assistance with Transportation Master Plan presentations to City Council, answer questions, and discuss content, as needed.
- e. Items anticipated to be part of the scope include:
 - i. Develop Plan Vision and Goals
 - ii. Review current zoning and future land use plans.
 - iii. Identification of a future comprehensive roadway network that optimizes connectivity.
 - iv. Identification of how to fully integrate the future roadway network, future public transit, and existing and future active transportation infrastructure.
 - v. An analysis of future capacity needs based on projected traffic volumes.
 1. Recommendations for safety and capacity improvements
 2. Evaluate Safe Routes To School (SRTS)
 3. Evaluation and recommendation of sidewalk needs
 - vi. Include Complete Streets concepts into the Plan by emphasizing multi-modal options for all ages, abilities, and income levels.

- vii. Perform pavement condition assessment on different city road classifications.
 - 1. Recommendations for treatments i.e.: chip seal, slurry seal, thin (nonstructural) overlays, mill, and fill, etc..
- viii. A prioritized list of transportation projects and planning level cost estimates
 - 1. This project list should include multimodal improvements as well as safety and intersection improvements.
 - 2. Documentation of opportunities and constraints for transportation projects
 - 3. Utilize data gathered to develop a prioritized Transportation Improvement Plan
 - 4. Identify potential funding sources.
- ix. Maps and illustrations that clearly communicate recommendations.
- x. Final Deliverables in digital format as approved by the Project Manager. The format will be a Plan with all needed attachments (maps, public engagement results, etc.)

III. SUBMISSION OF RFQ/RFP

Interested and qualified firms or teams are invited to submit one (1) original, five (5) copies, and one (1) digital copy of materials that demonstrate their experience in performing a project of this scale and complexity. The RFQ/RFP shall be submitted by a lead firm but may contain services from sub-consultants. Documentation should be limited to 15 single-sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15-page limit. The digital copy must not be sent by email. It must be sent by flash drive, disc, or other similar storage device.

1. City is interested in the experience of the Project Manager, Project Principal, and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Utah in good standing at the time of submission. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.

2. Prime firm and sub-consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide details of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how the prime firm will interface with City's project manager and the sponsoring department, and how sub-consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.

3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past ten (10) years. In addition, City may consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects.

4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub-consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub-consultant meeting these criteria which have been completed in the past five years. In addition,

City may consider the history of firms in complying with project programs, schedules, and budgets based on previous City projects.

5. City is interested in team's (including sub-consultants) experience within Utah and Fillmore City, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience with transportation master plans, including the services described in the scope of work.

6. City is interested in the team's organizational structure, their understanding of the project issues, and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

7. City is interested in knowing the firm or team's cost to complete the scope of work proposed to be completed. Proposal pricing and documentation must be submitted by an agent within the firm or team's organization who has the authorization to bind the organization to the terms and pricing listed.

8. City requires proof of firm or team's professional liability insurance with limits of at least \$1 million per occurrence and \$2 million in the aggregate.

Submittals shall EITHER be mailed or delivered to:

Kevin Orton
Fillmore Recorder
Fillmore City
75 W Center St,
Fillmore, UT 84631

All submittals must be received no later than 4 p.m., Tuesday, November 21, 2023.

IV. ADDITIONAL INFORMATION

1. Any information or material provided beyond that requested in this RFQ/RFP may not be considered by the City.

2. Fillmore City reserves the right to:

- A. Issue addenda to the RFQ/RFP, including extending or otherwise revising the timeline for submittals;
- B. Withdraw the RFQ/RFP;
- C. Request clarification and/or additional information from the firm or team at any point in the procurement process;
- D. Execute a contract, or contracts, on the basis of the original proposal or any additions to proposal submissions;
- E. Reject any or all RFP's or any part, thereof;
- F. Waive informalities; to negotiate and agree to contract terms with the successful proposal; and/or
- G. Disregard non-conforming, non-responsive, unbalanced, or conditional proposals, and to re-advertise if it is in the best interest of Fillmore City to do so.

**PROFESSIONAL SERVICES CONSULTANT
SELECTION EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to Fillmore City. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100. Limitations on the volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume may not be thoroughly reviewed or may be rejected as non-responsive.

Consideration Item 1:

- The quality of the goods or services to the particular use required;
- The character, integrity, reputation, judgment, experience, and efficiency of the firm or team;
- The quality of the firm or team's performance on previous orders or contracts for the City or others;
- The sufficiency of the firm or team's financial resources and the effect thereof on his ability to perform the contract or provide the goods or services;
- Litigation by or against the firm or team, either pending or threatened, where claim is made that the bidder provided or furnished materially defective workmanship or materials to the City, or failed to substantially comply with bid specifications or contract terms and/or conditions;
- Any previous or existing noncompliance by the bidder with laws and ordinances of the City relating directly or indirectly to the subject of the contract;
- The ability of the bidder to provide future maintenance and service, where such maintenance and service is essential;
- Whether the bidder can perform the contract or provide the goods promptly, or within the time specified, without delay or interference; and
- If applicable, whether the bidder is a local bidder, using the preference and following the procedure set forth in section 1-10-10.

40 Points Maximum

Consideration Item 2: The ability, capacity, and skill of the bidder to perform the contract or provide the goods or service required and whether the submitted proposal meets the City's needs in accordance with section II of the RFQ/RFP.

40 Points Maximum

Consideration Item 3: The cost to complete the scope of work in the submitted proposal.

20 points Maximum