

TOWN OF GREENWICH
ENGINEERING DIVISION
REQUEST FOR QUALIFICATIONS
Project #12-34

**CONGESTION MITIGATION AND AIR QUALITY (CMAQ)
GRANT PROGRAM
ARCH STREET CORRIDOR
ADAPTIVE SIGNAL CONTROL TECHNOLOGY**

QUALIFICATIONS OF CONSULTANT

The Respondent must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in this Request for Qualifications.

DUE DATE AND TIME

Submittals shall be due on March 13, 2013 at 3:00 p.m. in the Town of Greenwich Engineering Division located at Town Hall, 101 Field Point Road, Greenwich, CT 06830.

Qualifications must be presented in a sealed envelope or package and marked with “**Request for Qualifications Project #12-34**”. Qualifications transmitted by fax or email will not be accepted or reviewed. Qualifications which are received after the due date and time will not be considered. Each submittal must be sealed to provide confidentiality of the information prior to the submission date and time. The Town will not be responsible for premature opening of qualifications not properly labeled.

ISSUANCE OF ADDENDA

The Town of Greenwich reserves the right to amend this RFQ by an addendum. Melissa Evans, Traffic Operations Coordinator, has been designated to be responsible for the conduct of this procurement. **All questions relating to this RFQ must be addressed in writing by email to “mevans@greenwichct.org” or by facsimile to 1-203-622-7831. The deadline for questions is 4:00 p.m. on March 1, 2013. Questions received after this deadline will not be answered.** Addenda or amendments will be posted to the Town of Greenwich website at: www.greenwichct.org/bids

By going to this location on the Town’s website, you will be able to download any addenda by clicking on and downloading the document. Please be patient as it may take some time to download. If revisions are of such a magnitude to warrant, in the Town of Greenwich’s opinion, the postponement of the date for receipt of qualifications, and addendum will be issued announcing the new date.

PRESENTATIONS

The Town may also elect to interview one (1) or more of the respondents. Selected respondents may be required to present their qualifications to the Town representatives. The costs of such presentations shall be borne solely by the respondents.

APPLICABLE LAW

The laws of the State of Connecticut shall govern any contract resulting from this RFQ. In the event of litigation, the exclusive venue and place of jurisdiction shall be the Judicial District of Stamford/Norwalk located in Stamford, Connecticut.

STATEMENT OF PROJECT OBJECTIVES/GOALS

The primary goal of this project is to determine the best adaptive signal control software for the Town, compatible with its existing signal system software, and to manage its design and installation. Adaptive Signal Control Technology (ASCT) is proposed to be installed along the Arch Street Corridor, beginning at the Greenwich Avenue/Railroad Avenue/Steamboat Road/Bruce Park Avenue intersection moving south to the Steamboat Road/Arch Street/Museum Drive intersection then west along Arch Street ending at the Arch Street/Railroad Avenue intersection. The Arch Street corridor experiences heavy congestion due to commuter traffic associated with I-95 as well as the train station, ferry dock, multiple parks facilities and the downtown central business district. This project's goals are to alleviate some of that congestion by allocating appropriate green time to the highest volume approach, based on existing conditions on the road at that time. By adapting to the current conditions, it is anticipated that the signal system could create better traffic flow, decreasing queuing that occurs on I-95, decreasing idling times at red lights and minimizing congestion along the corridor. This corridor would be a test area and if successful, future long-term signal planning would include ASCT at other locations in town. Traffic data obtained on the effectiveness of the ASCT would be shared with FHWA, which is pursuing the goal of making ASCT a mainstream tool through the Every Day Counts ASCT initiative.

As part of this installation full replacement of all signal equipment (mast arms, foundations etc.) may be necessary to meet Federal standards. A computer hardware upgrade may be required to be compatible with the ASCT software. The town is currently investigating a signal operations software package as an item in their current budget and it is anticipated that this system will be known at the time of commencing this project. Additionally, communication upgrades may be necessary that could include wireless technology or fiber optic installation.

The Disadvantaged Business Enterprise (DBE) sub consultant goal will be no less than 8 percent (8%) of the original agreement value.

SCOPE OF SERVICES

The Town is interested in engaging a qualified professional(s) to consider the following issues as part of the project:

Public Works Department will provide the following:

1. Current traffic signal plans and timings
2. Any necessary GIS mapping information
3. Available maintenance and inventory records of signal equipment
4. Information about the existing Traffic Operations Center including existing and proposed signal system software and hardware

Respondent will:

1. Analyze existing signal equipment and software to determine compliance with current FHWA, CTDOT and other applicable regulations.
2. Determine best adaptive signal control product to meet Town's needs
3. Prepare new signal plans and construction documents in AutoCAD including installation of new equipment and/or software.
4. Design and manage implementation of Traffic Operations Center improvements
5. Determine best signal system communication device and manage its installation
6. Design any necessary roadway and/or right-of-way improvements
7. Prepare necessary applications to CTDOT
8. Provide inspection services

PROJECT TIMETABLE

The project shall begin on approximately July 1, 2013 with a targeted goal of starting construction in July 2014.

FORMAT AND REQUIREMENTS

All responses to the RFQ must conform to the instructions. Failure to provide the required number of copies, to meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of the RFQ may be considered appropriate cause for rejection of the response.

The following format requirements are designed to solicit information critical to the Town's evaluation of the respondent's capabilities. The responses in this section will be a critical component in the evaluation.

Qualifications are to be submitted in both hard copy and pdf document on a CD or flash drive. Six (6) hard copies and one (1) CD or flash drive shall be submitted to the Department of Public Works, Engineering Division before the deadline.

The respondent should repeat each question below, followed by the answer. Answers should be concise but complete. Respondents are expected to specifically answer each question in this section. Failure to respond to all applicable questions in this section may result in rejection of the submittal.

1. State the respondent's full company name, home office address, phone number and fax number. Describe the organizational structure (e.g., publicly held corporation, private non-profit, partnership, etc.). If it is incorporated, respondent shall indicate the state in which it is incorporated and the date of incorporation or founding date. List the name, title, mailing address, telephone number, fax number, and email address of the primary contact person for the statement of qualifications.
2. Describe the organization and provide a brief history of the company. Indicate how long the respondent has been providing consulting services, the type of services and reports the respondent has been involved with as the primary consultant.
3. Describe project experience working with FHWA and CTDOT (or other DOTs) regulations and requirements and permitting processes, including adaptive signal projects.
4. Discuss the respondent's resources and personnel that help distinguish the respondent's firm from the respondent's competition. Provide an organizational chart of the project team. Attach copies of the resume(s) of the staff that will be assigned to work on this project for the Town.
5. Provide the respondent's anticipated schedule for this project.
6. Provide three (3) letters of reference from recent clients. Provide the name, title, company address and phone number for each reference.
7. Describe how the project team plans to meet the 8% DBE goal. Include the company information of any subcontractors including assurance they are a CTDOT approved DBE.
8. Complete federal form SF330 (attached).

EVALUATION CRITERIA

The Department of Public Works Engineering Division's selection committee shall review, evaluate and rank the qualifications received.

The qualifications of the respondents shall be evaluated and selected based on a number of criteria including; technical competency, staff credentials and qualifications, related work experience, and thoroughness and understanding of the required project. The following chart shows how the aspects of the qualifications will be scored.

Evaluation Criteria	Maximum Points
Design and Technical Competence (Design approach, Credentials, Experience and Expertise, Etc.)	25
Qualifications of staff assigned to this project	25
Experience in Similar Projects, Including Adaptive Signal & Traffic Operations Centers (Experience, Expertise, Key Personnel)	20
Content & Quality of Statement of Qualifications (Including Thoroughness of Work Plan)	15
Awareness of Project's Specific Issues (Project Approach, Identification of Major Issues, Estimated Timeframe)	15

The Town will interview one (1) or more of the respondents. The results of the interview process will also be factored into selecting the consultant. Respondents will be notified of the request for an interview by April 15, 2013. All respondents will be notified of their status in the selection process by May 15, 2013.