

REQUEST FOR QUALIFICATIONS
Transportation Department – Traffic Engineering Division
Charlotte Street Corridor, Asheville, NC
Bid# 298-RFQ CharlotteStCorridor

GENERAL

Previous planning studies along the Charlotte Street Corridor have resulted in conceptual guidelines for future development and the approval of the Charlotte Street Transition Overlay Zoning District (approved by City Council on April 25, 2000). One of the recommendations included the need for a comprehensive study of traffic operations to model all affected intersections and to provide critical information regarding roadway geometry and signal timing and phasing. The Charlotte Street Corridor is defined as that section of street from the I-240 westbound on/off ramps to Edwin Place. This section of street has a cross-section of four travel lanes, a width of about 40 feet, and an overall length of 0.60 mile.

The scope of work for the subject project includes providing a comprehensive traffic-engineering study that includes five components; data collection, research, technical analyses, computer modeling, and public meetings.

SERVICES AND RESPONSIBILITIES

- The engineering firm will review previously collected traffic count data (furnished by the City) and will collect current traffic count data (2012) for the morning, mid-day, and afternoon peak hours during a typical weekday at 11 intersections (8 unsignalized intersections and 3 signalized intersections). The traffic counts need to include vehicular, bicycle, pedestrian, and transit movements. The City will provide the appropriate crash data to be included in the final document.
- The engineering firm will research and provide detailed information about multi-lane streets including three-lane and four-lane undivided sections. The goal of this task is to create a complete “library” of information containing all relevant data that is available. In addition, the engineering firm will provide responses to all concerns that have been shared with the City by its citizens.
- The engineering firm will perform traffic engineering analyses for existing conditions (four lanes) and potential new conditions (three lanes) using Synchro and SimTraffic. NCDOT Congestion Management Capacity Analysis Guidelines will be followed unless otherwise directed. Other nationally recognized capacity software may be used as a supplement to Synchro and SimTraffic. Traffic impacts from a new Harris Teeter, Chick-Fil-A, and Trader Joes must be included.

The engineering firm will perform a preliminary engineering analysis using the Florida Department of Transportation software LOSPLAN to compare a four-lane cross-section with a three-lane cross-section for automobile, bicycle, pedestrian, and transit levels of service.

- The engineering firm will prepare computer models that clearly demonstrate the capacity results under each scenario.
- The engineering firm will provide a signed and sealed document/report as the end product.
- The engineering firm will make a public presentation to City Council and/or one of its sub-committees.
- Traffic counts will be collected during October 2012 when school is in session (subject to change during negotiation phase).
- All work must be completed by December 31, 2012 with a public presentation in January or February 2013 (subject to change during negotiation phase).

The City of Asheville supports the participation of local and minority vendors on this project. The Statement of Qualifications should indicate the percentage and type of work that will be completed by local and/or minority vendors. The Minority Business Program's Annual Goals for Professional Services are as follows: African American 7%, Asian, Native and Hispanic American 7% and Women 37%. You can access minority and women owned vendors on the State of North Carolina's VendorLink System at <https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp> to search. For more questions or assistance regarding the requirements of the Minority Business Program you can contact the Coordinator at minoritybusiness@ashevillenc.gov or by telephone at (828) 232-4566.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications (SOQ) shall be provided in the following format. The submittal should be no more than 10 double sided pages excluding résumés. Please provide seven copies of the SOQ.

1. A transmittal letter and general description of the firm's capabilities and capacity.
2. A listing of relevant experience for projects previously completed, or projects currently underway. Key personal, partnerships with other firms, performance dates, references and project cost must be included for each project if applicable.
3. A project approach must be provided and include all key services. The project approach should identify methods, key personnel involved with each stage, deliverables and sequence schedule. The project approach must demonstrate

the firm's capabilities and expertise in the specialized technical areas, working with the public, ability to meet schedules, team building/partnering and public relations.

4. Résumés of the firm's key individuals proposed for this project and organization chart indicating any proposed subcontractors and/or parties to a joint venture.
5. Participation by local and/or minority business should be indicated by percentage and type of work to be performed.
6. The firm shall have been in business a minimum of five (5) years or the responsible principal shall have had equivalent experience as a co-principal/partner/senior associate in another office for a minimum of five years.
7. The firm or team shall have successfully completed at least two projects having similar scope or complexity in the past five (5) years and provide descriptions and client contacts for these projects.
8. Project management/QA/QC Structure.

QUALIFICATIONS EVALUATION PROCEDURE

Evaluation of all statements of qualifications will be accomplished in the following manner:

1. A selection committee will be composed of city staff.
2. Selection committee members will review each statement of qualifications and rate them on a standardized form including the following categories:
 - a. Pertinent experience of the firm
 - 1) Qualification of the firm members.
 - 2) Key personnel's professional background and expertise.
 - b. Pertinent experience on similar projects
 - 1) Capability to perform work.
 - 2) Demonstrated experience in specialized areas of traffic engineering principles that consider all modes of transportation.
 - c. Project approach
 - 1) Interest in undertaking the project.
 - 2) Understanding of the project's unique characteristics.
 - 3) Acceptability of approach methods and deliverables.
 - 4) Ability to properly manage aspects of the project in order to stay on schedule and at cost.

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- d. Team Dynamics
 - 1) Logical team make-up if applicable.
 - 2) Successful inner team past partnerships with other firms if applicable.
 - 4) Successful outer team past partnerships with government agencies and the public.
 - 3) Ability to commit resources.
 - 4) Participation of local and/or minority vendors.
 - e. Past performance
 - f. Capacity to perform the work in the established time frame.

The review committee will select the most qualified firm based on the above criteria. In the event that the committee determines that more than one firm is equally qualified, they may elect to short list these firms for further review. This review may consist of interviews.

CONTRACT REQUIREMENTS

The successful firm as selected by the review committee will be expected to execute a City of Asheville contractual agreement before providing the herein described professional services. In addition the consultant shall comply with terms and conditions included herein.

Statements received will be reviewed and further information will be solicited from firms demonstrating the most qualified credentials. For further information regarding this project, please contact Jeff Moore, PE, City Traffic Engineer, at jmoore@ashevillenc.gov. Questions regarding selection or submittal requirements may be directed to Mr. Moore via e-mail message only.

Statements of Qualification should be submitted to the City of Asheville, Transportation Department, 70 Court Plaza, P.O. Box 7148, Asheville, North Carolina, 28802, and attention: Jeff Moore, PE, City Traffic Engineer. **The deadline for submittals is Friday, September 7, 2012 at 3:00 pm.**

The City will negotiate with the firm that is determined to be most qualified to complete the project. Failure to reach a contract agreement will result in the termination of negotiations with the selected firm, and opening negotiations with the second ranked firm. Proposing firms are solely responsible for the cost of preparing their statements of qualifications and for the cost of negotiations. The City will not reimburse for any cost incurred prior to execution of a professional services contract.