



**REQUEST FOR QUALIFICATIONS
DESIGN & ENGINEERING SERVICES**

Broadway Project

Release Date:

Monday, December 16, 2019

Submittal Deadline:

Friday, January 17, 2020

4:00 PM CST

4. SCOPE OF WORK, continued

6. Establish operations and maintenance goals and recommendations for continued upkeep of the existing and proposed infrastructure.
7. Identify and recommend additional areas for markings, signage and way finding for existing and proposed routes.
8. Data collection for before and after project implementation/completion to compare usage, traffic accidents, property values, vehicle/bicycle/pedestrian per day counts.
9. Expand on the City's education and enforcement strategies to improve safety for pedestrians and bicyclists.

The firm designing the Plan will be responsible for providing all required planning/design and engineering services necessary for the Plan, along with any associated cost estimates.

It is the City's intent to use this qualification process to select a limited number of qualified firms to submit proposals to the City. Firms will be asked to narrow and define the scope of services that will be performed. The City will evaluate responses to this RFQ and will select qualified firm(s) to participate in the Request for Proposal (RFP) phase of this selection process.

5. QUALIFICATIONS SUBMITTAL DEADLINE

The City will accept Qualifications until Friday, January 17, 2020 at 4:00 PM CST. Qualifications should be and submitted to: City of Shawnee Planning Department, Attention: Rebecca Blaine, 222 N. Broadway Ave., Shawnee, OK, 74801.

6. SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

1. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
2. Financial Qualifications: The proposing firm must provide financial statements for the three most recent completed fiscal years to demonstrate financial capability. The financial statement information must include: Independent Auditors' Report, Balance Sheet, Income Statement, Statement of Changes in Cash Flow, and financial statement footnotes.
3. Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant and identify any sub-consultants.

6. SUBMITTAL REQUIREMENTS, continued

4. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
5. Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks without clearly noting this in the submission.
6. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
7. Comparable Projects: Description of related project experience with other municipalities over the last five (5) years. Include the client's name, a brief summary of the work, and role of key staff in each project.
8. References: Three (3) references, including current contact name and phone number for similar projects.

7. SELECTION PROCESS

The materials submitted by the Proposers will be reviewed and ranked by City Staff. Evaluation will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience;
- Experience with bike, pedestrian and traffic calming planning, and evaluation;
- Experience with providing innovative solutions and alternatives;
- Ability to comply with project requirements;
- Experience, skill-set, and demonstrated leadership of proposed project team;
- Experience in preparing and administering a Bike and Pedestrian Master Plan, and a Traffic Calming Master Plan for municipal and governmental clients;
- Experience in designing and evaluating single lane roundabouts and other innovative intersection designs;
- Experience in leading successful public engagement events;
- References from past clients

7. SELECTION PROCESS, continued

Following the review by City staff, a short list of qualified firms will be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the City will negotiate and enter into a contract with one firm to conduct the Broadway Project services.

8. POINT OF CONTACT

All questions and contacts regarding this RFQ should be addressed to:

Rebecca Blaine
City Planning Director
City of Shawnee
222 N. Broadway Ave.
Shawnee, OK 74801
Phone: (405) 878-1665
rebecca.blaine@shawneeok.org

Any inquiry that directly affects an interpretation or change to this RFQ will be issued in writing by the City as an addendum and will be posted to the city website under the original project posting. The City will not accept verbal or emailed responses, or responses received after RFQ deadline. The City of Shawnee will not discriminate in the purchase of goods and services based on race, color, religion, sex, national origin, age, disability or any other lawfully protected classification. The City reserves the right to reject any or all submittals, to waive irregularities and/or informalities in any RFQ, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

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