



Request for Qualifications

Johnson Drive Traffic Signal Enhancements Operation Green Light

Local Project Number: TR-2024-01
KDOT Project Number: 046 N-0802-01
Federal Project Number: CRP-N080(201)

City of Mission, Kansas

Issue Date: June 28, 2024

Qualifications Due: Tuesday, July 12, 2024
2:00 p.m.

City of Mission
Request for Qualifications (RFQ)

Advertisement Date: June 28, 2024

The City of Mission is seeking qualified consulting firms for pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered. The bid document can be obtained from the City's website at <https://www.missionks.org/city-services/do-business-in-mission/open-bids-rfps/> or Drexel Technologies Plan Room at: <https://planroom.drexeltech.com> .

Description

Johnson Drive Traffic Signal Enhancements, Project 046 N-0802-01, which is the design for the installation of network communications, CCTV and Traffic Signal Controllers to be compatible with the Operation Green Light Program (OGL). Project to include design of up to 10 wireless radios, 6 switches, 8 traffic signal controller and 8 pant tilt zoom cameras on the traffic signals located on Johnson Drive between Broadmoor Drive and Roe Avenue. Project includes coordination of PS&E with the City of Mission, Kansas Department of Transportation and Mid-America Regional Council. The scope of this process will help the City to develop and prioritize a multi-year capital plan for future construction solutions, including estimated costs.

Schedule and Deadlines

Technical proposals are due on or before July 12, 2024, to be delivered by mail or in person to City of Mission Public Works, Attention: Stephanie Boyce, 4775 Lamar Ave, Mission, KS 66202. Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

Anticipated Schedule for Subsequent Events

Evaluation and ranking of technical proposals shall take place the week of July 22, 2024, after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about July 25, 2024. Notice to Proceed to be issued August 30, 2024, KDOT Three-Party agreement in place and in effect August 30, 2024.

Request for Proposal (Technical)

The City of Mission is seeking a consultant to provide design services for the Johnson Drive Traffic Signal Enhancement Project. The work includes developing an engineering design of the equipment to be placed on the existing traffic signal poles along Johnson Drive from Broadmoor Drive to Roe Avenue.

Evaluation Factors

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by the City of Mission, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight: 1. A demonstrated understanding of the requirements of this project (20 pts). 2. Project approach and schedule (20pts). 3. Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects (20pts). 4. Current workload or clearly established capacity to complete scope of work on a timely basis (20pts). 5. Completeness of proposal (20pts). The highest ranked firm will be asked to enter into negotiations with the City of Mission for an agreement. In the event the City of Mission cannot reach agreement with the ranked firm, it will terminate negotiations with the said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or the City of Mission decides to pursue other alternatives.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas "Tax Clearance Certificate", the "Certification of Final Indirect Costs", and the "Policy Regarding Sexual Harassment".

Instructions for Technical Proposal

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed Special Attachment No. 9 ("Certificate of Final Indirect Costs"), a completed and signed Special Attachment No. 10 ("Tax Clearance Certificate"). All these forms can be obtained via e-mail at sboyce@missionks.org.

The main text of consultant's technical proposal must not exceed twenty-four (24) pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under "Request for Proposal (Technical)". Include in the technical proposal items such as:

1. Letter of Interest and description of the firm. (2-3 pages)
2. Resumes, including responsibilities, background and relevant experience of key personnel that will be working directly on this project such as project manager or project engineer. (1- 4 pages)
3. A complete description of the work tasks the consultant will undertake to complete the work set forth in the proposal. (1- 4 pages)
4. Additional information or materials that you believe communicate the capabilities of your firm to perform this project. (1-2 pages)
5. A schedule for completion of the various work tasks including times for consultation, updates, and date final plans will be completed. (1-2 pages)
6. History of projects with similar tasks and a list of three (3) references from similar projects. (1-3 page)
7. Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any. (1-2 pages)

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 ("Certificate of Final Indirect Costs"), and the Special Attachment No. 10 ("Tax Clearance Certificate").

Questions relating to this Bid and any requests for clarification, and/or additional information deemed necessary by any responding firm shall be submitted in writing via email and directed to Stephanie Boyce, sboyce@missionks.org.

Statement of Objectives, Goals, and Tasks

The City of Mission is seeking qualified consulting firms for pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered.

Description

Johnson Drive Traffic Signal Enhancements, Project 046 N-0802-01, which is the design for the installation of network communications, CCTV and Traffic Signal Controllers to be compatible with the Operation Green Light Program (OGL). Project to include design of up to 10 wireless radios, 6 switches, 8 traffic signal controller and 8 pant tilt zoom cameras on the traffic signals located on Johnson Drive between Broadmoor Drive and Roe Avenue. Project includes coordination of PS&E with the City of Mission, Kansas Department of Transportation and Mid-America Regional Council. The scope of this process will help the City to develop and prioritize a multi-year capital plan for future construction solutions, including estimated costs.

Section 1. Background Information

The City of Mission, with a population around 10,000, is where the heart of Johnson County intersects with the cool of Kansas City – an authentic, thriving crossroads where residents, business and visitors from all walks of life come together. The city maintains 110 lane-miles of surface streets, including sections of major thoroughfares such as Johnson Drive, Lamar Avenue, and Nall Avenue. Other major State (KDOT) highways transect the City (I-35, Shawnee Mission Pkwy US-56 and Metcalf Avenue). Additionally, the City is responsible for the maintenance of close to half the traffic signals within the city limits. More information can be found online at the City's website, <http://missionks.org/>.

In 2023, the City of Mission, jointly with MARC, applied for and was awarded the Johnson Drive Traffic Signal Enhancement Project. This project will enhance the traffic signals on Johnson Drive from Broadmoor Street to Roe Avenue by installing network communications, pan-tilt zoom cameras and traffic signal controllers that will allow Johnson Drive to be part of the Operation Green Light program. The coordination of traffic signals helps to reduce unnecessary delays, improve traffic flow and reduce emissions that contribute to ozone pollution. The City of Mission is committed to "leading by example" in reducing carbon emissions and continues to take proactive steps towards a sustainable and environmentally friendly future.

Section 2. Scope of Work

The intent of this project is to develop an engineered design of the equipment to be placed on the existing traffic signal poles along Johnson Drive from Broadmoor Drive to Roe Avenue.

The successful respondent will be tasked to:

1. Organize a kick-off meeting with City staff to review and confirm the existing traffic signal locations, some of which are owned by Evergy and project schedule.

2. Preliminary Engineering responsibilities may include but not limited to the following: Design plans and contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents using KDOT and agency processes and standards.
3. Construction Inspection responsibilities may include but not limited to the following: Construction Phase: work with contractor on behalf of Mission, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with Mission to do inspections and reporting and participate in final inspection.

Section 4. Rights of Review

The City reserves the right to reject any and all responses to this Request. Materials submitted in response to this Request shall become the property of the City and will not be returned. The City is not providing any compensation for submission of a response to this request.

The City of Mission reserves the right to reject any and all quotes or to request additional information from any or all applicants as determined to be in the best interest of the City.

Section 5. Contract Execution

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas “Tax Clearance Certificate”, the “Certification of Final Indirect Costs”, and the “Policy Regarding Sexual Harassment”.

The firm chosen will be required to enter into a contract with the City of Mission for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements.

The firm shall indemnify and hold harmless the City, its officers and employees from any and all liability, loss or damage, including attorney fees and costs of defenses, the City may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker’s compensation claims, in any way resulting from or arising out of the operations of the firm under this contract; and, at his/her own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in any such action, the firm shall, at his/her own expense, satisfy and discharge same. Insurance coverage shall be maintained in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$1,000,000	\$1,000,000

Automobile Liability

- | | | |
|-------------------|-------------|-------------|
| • Bodily Injury | \$1,000,000 | \$1,000,000 |
| • Property Damage | \$1,000,000 | \$1,000,000 |

Worker's Compensation

- | | |
|------------------------|---|
| • Employee Claims | Statutory for Kansas |
| • Employer's Liability | \$1,000,000 per accident
\$1,000,000 disease – policy limit
\$1,000,000 disease – each employee |

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of the City of Mission. All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

Section 6. Instructions for Proposal documents

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed Special Attachment No. 9 ("Certificate of Final Indirect Costs"), a completed and signed Special Attachment No. 10 ("Tax Clearance Certificate"). All these forms can be obtained via e-mail at sboyce@missionks.org.

The main text of consultant's technical proposal must not exceed twenty-four (24) pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, including best practices, that will be used to perform the tasks and produce the deliverables described above under "Request for Proposal (Technical)". Include in the technical proposal items such as:

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7. Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any. (1-2 pages)

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 ("Certificate of Final Indirect Costs"), and the Special Attachment No. 10 ("Tax Clearance Certificate").

Four (4) hard copies and one (1) electronic copy of the technical proposal is due on or before 2:00PM on July 12, 2024 and to be delivered by mail or in person to the address below. Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

City of Mission Public Works - Project # TR-2024-01
Attn: Stephanie Boyce
4775 Lamar Ave
Mission, KS 66202

Questions regarding this RFQ must be submitted in writing to Stephanie Boyce via e-mail at sboyce@missionks.org. Questions and all responses will be shared with other respondents through an addendum. Telephone inquiries will not be accepted.

Following the review of the Proposals by the City, firms may be contacted for additional information.

Section 7. General evaluation criteria

This Request for Qualifications is only a solicitation for information. The City is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals.

Proposals received after the deadline will be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms, which in the City's judgment, will best meet City needs.

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by the City, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

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4. Current workload or clearly established capacity to complete scope of work on a timely basis (20pts).
5. Completeness of proposal (20pts).

The highest ranked firm will be asked to enter into negotiations with the City for an agreement. In the event the City cannot reach agreement with the ranked firm, it will terminate negotiations with the said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or the City decides to pursue other alternatives.

Section 8. Schedule and Deadline

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Proposed Schedule

Action	Date
RFQ Issue Date	June 28, 2024
Questions Due	July 5 , 2024
Addendum Issue	July 9, 2024
Qualifications Due	July 12 , 2024
Review of Qualifications	Week of July 22, 2024
Council Award	August 21, 2024