

REQUEST FOR QUALIFICATIONS

Expressions of Interest will be received at the Office of the Purchasing Agent for Professional Services to complete Visioning and Travel Demand Modeling Services as described in specifications available at that office.

Expressions of Interest will be received at the Office of the Purchasing Agent, 320 E. McCarty St., Room 202, Jefferson City, MO 65101 until **February 3, 2017 at 3:00 p.m.** Responses will be received only, they will not be publicly opened. For additional information contact 573-634-6324.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Equal Opportunity Employer


Terry Stephenson
Purchasing Agent

NEWS TRIBUNE
January 11, 2017
City of Jefferson
Purchasing Division
320 East McCarty St.
Jefferson City, MO 65101
573-634-6324

City of Jefferson

Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101



Carrie Tergin, Mayor

Janice McMillan, AICP, Director
Phone: 573-634-6410
Fax: 573-634-6457

January 9, 2017

Dear Consultant:

The Capital Area Metropolitan Planning Organization (CAMPO) is the designated transportation planning entity for the Jefferson City, Missouri urbanized area, located in central Missouri, near the confluence of the Missouri, Moreau, and Osage rivers. The CAMPO planning area includes Missouri's capital city, Jefferson City, plus additional urbanized and non-urbanized areas in Callaway and Cole counties, has a population of 71,997, an area of 153 square miles, and contains 641 miles of streets and highways.

The City of Jefferson, on behalf of the CAMPO is requesting the services of a consulting firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than six (6) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with CAMPO. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

Please clearly label the lower left corner of the envelope containing your response, "RFQ2897 – Vision and TDM". All letters must be received by 3:00 pm, February 3, 2017 at:

City of Jefferson, John G. Christy Municipal Building
Attn: Purchasing Department
320 E McCarty Street, Room 202
Jefferson City, MO 65101

Sincerely,

Terry Stephenson, CPPB
Purchasing Agent

Attachment

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County: Cole/Callaway	Route: NA
Location:	Capital Area Metropolitan Planning Organization Planning Area
Federal Aid No:	n/a
Proposed Improvement:	Scenario planning including visioning, travel demand model services, and list of recommended transportation improvements.
Length:	NA
Approximate Budget:	CAMPO has allocated up to \$150,000 for this project spanning FY 2017.
DBE Goal Determination:	5%
Consultant Services Required:	<p>The Capital Area Metropolitan Planning Organization is seeking qualifications for scenario planning to create a vision for CAMPO's Metropolitan transportation and local planning documents. Consulting responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> • CommunityVIZ on site 3 day complete training for CAMPO staff. • Scenario Planning facilitation, consulting and project support. • Travel demand modeling supporting scenario planning. • List of recommended improvements and new projects, which may include conceptual drawings of lane configuration, lane widths, signalization, intersection configuration and other recommended improvements. <p>The project may include other consulting services as may be necessary to support and supplement these activities.</p>
Other Comments:	
Contact:	<p><i>City of Jefferson, John G. Christy Municipal Building</i> <i>Attn: Purchasing Department</i> <i>320 E McCarty Street, Room 202</i> <i>Jefferson City, MO 65101</i> <i>(573) 634-6325</i> <i>tstephenson@jeffcitymo.org</i></p>
Deadline:	February 3, 2017 3:00 p.m. CST
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed exceed six (6) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Six (6) copies of the letter interest should be received at the address and by the time specified. Please ensure you provide adequate information to evaluate your qualifications on the criteria below. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	35	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	35	Max Points