

# MARC

Mid-America Regional Council

## **REQUEST FOR QUALIFICATIONS For Signal Timing and Engineering Services**

### ***Operation Green Light Program***

**Requested by  
The Mid-America Regional Council**

**November 18, 2015**

## REQUEST FOR QUALIFICATION (RFQ)

### Signal Timing and Engineering Support

The Mid – America Regional Council (MARC) serves as the association of city and county governments and the metropolitan planning organization for the bi-state Kansas City region. As a voluntary association, MARC strives to foster better understanding and cooperation on issues that extend beyond the jurisdiction of a single city, county or state.

MARC is seeking to retain consulting services of a qualified traffic engineer or firm to provide traffic engineering and traffic signal timing services for the Regional Operation Green Light Program. The anticipated work performed by the firm/engineer under this proposed contract is described in the Scope of Work. MARC intends to enter into contract for an assignment for a period of 24 months and reserves the right to renew the arrangement for an additional twelve (12) months. The budget for the work is estimated at \$150,000 annually.

#### **Submittals:**

To be eligible for consideration, **1 (one)** electronic copy (Acrobat) and **2 (two)** hardcopies of the response (not to exceed 15 pages not including required attachments) to the RFQ must be received by MARC no later than **4:00 PM Central Time, Wednesday, December 9, 2015 at the below address and by email to: [rwebb@marc.org](mailto:rwebb@marc.org)**. Please contact Ray M. Webb, Manager of Traffic Operations at (816) 474-4240 or e-mail [rwebb@marc.org](mailto:rwebb@marc.org) for questions related to the RFQ. Late submittals will not be considered. It is the responsibility of the sender to verify MARC's receipt of the document. MARC reserves the right to reject any or all proposals submitted. The RFQ shall be titled:

“OGL Traffic Signal Program”  
Mid–America Regional Council  
600 Broadway, Suite 200  
Kansas City, MO 64105  
Attn: Ray M. Webb

MARC reserves the right to unbundle any component of the Scope of Work into separate projects; and to suggest to any or all proposers to the RFQ that such proposers form into teams of consulting firms or organizations deemed to be advantages to MARC in performing the Scope of Work. MARC will suggest such formations when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to negotiate any agreements in connection to any unbundled components of the Scope of Work. Proposers also have the right to refuse to enter into any suggested relationships.

#### **Business Participation**

It is MARC's policy to encourage all qualified businesses to actively participate in the procurement of all MARC sponsored projects. MARC does not discriminate based on race, color, sex, national origin, age, military status, or disability. This project will be paid in part or in whole through US Department of Transportation (USDOT) funds. Firms should be aware that a Disadvantage Business Enterprise (DBE) goal for this project, in accordance with 49 CFR part 26, is **0%**. Certified DBE may be found in the MRCC Directory at the following webpage:

[http://www.modot.gov/business/contractor\\_resources/External\\_Civil\\_Rights/DBE\\_program.htm](http://www.modot.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm)

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## Signal Timing and Engineering Support

The following items must be addressed in all proposals:

- Prior experience with similar projects
- Specific technical capabilities in traffic engineering, traffic signal timing and synchronization and intelligent transportation systems
- Demonstrated experience in centralized signal systems, state which ones
- Demonstrated experience with Synchro and other traffic modeling software
- Demonstrated experience in facilitation, consensus building, conducting research, monitoring and data analysis.
- Demonstrated methods in measuring signal timing effectiveness (modeled and/or field measured)
- Demonstrated timeliness on similar projects
- Specific qualifications of employees intended to be assigned to the project
- Minimum of three 3 references
- A listing of all proposed subconsultants, if any
- The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
- See Attachment A for further required documents

### **Background:**

MARC leads the Regional Traffic Signal Operations & Management program, named “Operation Green Light” (OGL) that improves traffic flow and reduces vehicle emissions for the Kansas City metro area. OGL works with federal, state and local agencies to develop and implement a system that will coordinate traffic signal timing plans and communication between traffic signal equipment across jurisdictional boundaries.

MARC operates approximately 700 traffic signals for 24 agencies in the Greater Kansas City area. MARC owns and operates an extensive regional wireless communication network that provides communication and video monitoring to the regional traffic signal system. General information on the OGL program can be found at <http://www.marc.org/transportation/ogl/>

### **Scope of Work:**

I. Primary Tasks (qualifications for this work will receive higher priority):

- Collect peak-hour turning movement counts or 24 hour counts as needed. Currently, OGL performs a most of its traffic counts with Miovision but on occasion may require various data collection assistance as determine by schedule and requirements.
- Develop traffic signal timing plans to improve traffic flow, air quality and safety. All timing plans will be submitted to MARC in Synchro 9 format or the latest format as determined such that they can be added to the existing models maintained by MARC staff. On corridors where models have already been created by others, a base Synchro model may be provided to the consultant for modification. All models

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### Signal Timing and Engineering Support

shall be calibrated such that all Synchro settings accurately reflect the conditions in the field. The consultant may be required to provide a working SimTraffic model with each plan if appropriate. Other software modeling tools may be utilized as appropriate to the complexity of the modeling or local agency requirements.

- Provide recommendations on the corridor time of day plan for day, night and weekend operations as part of the analysis including if the signal should run free, rather than be coordinated and at what times of the day including possible recommendation to night time flash operations. Documentation of the timing recommendations will be required.
- Provide traffic engineering tasks that are to support the work of traffic signal timing. This task could include traffic signal warrant analysis, capacity analysis, MUTCD research and application to the intersection, design engineering for small PS&E work including ITS applications to traffic signals.

#### II. Secondary Tasks (qualifications for this work will receive lower priority):

- May conduct special studies for coordination of traffic signals, i.e. travel time, side street delay, intersection delay, network delay or otherwise.
- May provide traffic engineering analysis of signalized intersections as needed.
- May prepare research findings and other reports.
- May provide support and/or lead in collaborating, persuading, presenting and negotiating with internal and external stakeholders including traffic signalization specialists, other transportation agency staff, technicians, vendors, contractors, elected officials, committees and the public to coordinate efforts and maintain cooperative and efficient relations.
- May research current national best practice and compared / contrasted to OGL's current practice. Current practice analyzes benefits on a corridor by corridor basis. Consideration will be given to the use of the IDAS model or others methodologies to review overall regional benefits of coordinated signal timing.
- May provide leadership in facilitating efforts to update the existing OGL strategic plan. This effort will require facilitation skills to lead a regional effort to update the strategic plan for the OGL program. Activities may include revisiting regional mission, goals and objectives as well as documenting current and new operations activities.
- May research state of the practice wireless communications products and life-cycle costs for current and future operations.
- Other modeling tools may be considered as requested by OGL program partners.
- Familiarity with TransSuite Traffic Signal control system.

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### Evaluation Criteria:

Submittals will be evaluated using the following criteria:

- Understanding of the nature of the OGL Program ( 30 Points )
- Familiarity with local jurisdictions in the MARC region ( 20 Points )
- Key personnel experience and technical competence ( 15 Points )
- Consultants depth and availability/ability to respond to MARC's schedule that is irregular ( 15 Points )
- Key personnel qualifications (At least one Professional Engineer (PE), with relevant work experience; (Professional Traffic Operations Engineer (PTOE) certification required. Provide certifications. ( 10 points )
- Past performance/references (minimum of three verifiable references) (10 Points)

### Schedule of Events:

The following RFP Schedule of Events represents MARC's best estimate of the schedule that shall be followed.

MARC reserves the right at its sole discretion to revise this schedule, as it deems necessary, without notification except for the deadline date for submitting a proposal.

MARC Issues RFP	November 18, 2015	
<b>Deadline for Submitting a Proposal</b>	<b>December 9, 2015</b>	<b>4:00 PM</b>
Interviews - Tentative	December 21-22, 2015	
Evaluation Process	First of December	
Recommendation of Award	Early January 2016	
Contract Effective Date, estimated	February 1, 2016	

## **REQUEST FOR QUALIFICATION (RFQ)**

### **Signal Timing and Engineering Support**

#### **ATTACHMENT A**

- 1 Complete the AFFIRMATIVE ACTION CHECKLIST (Attachment B) or provide company's executed Affirmative Action Plan. (If applicable)
- 2 Complete the CERTIFICATION REGARDING LOBBYING Attachment C.
- 3 Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment D.
- 4 Complete the INTENT TO PERFORM AS A DBE Attachment E (if applicable).
- 5 Complete the CERTIFICATION OF INSURANCE Attachment F.
- 6 Complete the COMPLIANCE WITH E-VERIFY Attachment G.

## ATTACHMENT B

### **AFFIRMATIVE ACTION CHECKLIST:**

Federal regulations require that any firm 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

- 1 Date plan was adopted
- 2 Name of Affirmative Action Officer
- 3 Statement of commitment to affirmative action by the chief executive officer
- 4 Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.
- 5 Outreach recruitment
- 6 Job analysis and restructuring to meet affirmative action goals
- 7 Validation and revision of examinations, educational requirements, and any other screening requirements.
- 8 Upgrading and training programs
- 9 Internal complaint procedure
- 10 Initiating and insuring supervisory compliance with affirmative action program
- 11 Survey and analysis of entire staff by department and job classification and progress report system
- 12 Recruitment and promotion plans (including goals and time tables)

**ATTACHMENT C**

**Certification Regarding Debarment,  
Suspension, Ineligibility, and Voluntary Exclusion**

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

**Read instructions for Certification below prior to completing this certification.**

- 1 The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
- 2 Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed – Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

.....  
Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

- 1 By signing and submitting this agreement, the proposer is providing the certification as set below.
- 2 The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT D**

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
  
- 3 The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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(Name of Entity)

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(Name and Title of Authorized Official)

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(Signature of above Official)

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(Date)

ATTACHMENT E

INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)

Project Title and Description: \_\_\_\_\_

The undersigned intends to perform work in connection with the above project as (check one):

\_\_\_\_\_ Prime Contractor                      \_\_\_\_\_ Subcontractor  
\_\_\_\_\_ Joint Venture                      \_\_\_\_\_ Other (please specify) \_\_\_\_\_

If applicable name of prime contractor or joint venture partner: \_\_\_\_\_

The DBE status of the undersigned is confirmed by a DBE Certification from one or all of the following (please provide copy of current Certification Certificate):

\_\_\_\_\_ MRCC (Missouri Regional Certification Committee)  
\_\_\_\_\_ KDOT  
\_\_\_\_\_ MoDOT  
\_\_\_\_\_ City of Kansas City Missouri  
\_\_\_\_\_ Kansas City Area Transportation Agency (KCATA)  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_  
(MARC may require additional certification documentation)

The undersigned is prepared to perform the following described work in connection with the above project (attach additional sheet in needed),  
\_\_\_\_\_

at the following price \_\_\_\_\_ **(complete only after MARC contract price negotiations)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of DBE Firm

By: \_\_\_\_\_  
Signature of DBE Firm's Authorized Representative

\_\_\_\_\_  
Print Name and title

ATTACHMENT F

CERTIFICATION OF INSURANCE

1. The Consultant shall maintain commercial general liability, automobile liability, and worker's compensation and employer's liability insurance in full force and effect to protect the Consultant from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the Consultant and its employees, agents, and subconsultants in the performance of the services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.
2. The Consultant shall also maintain professional liability ("Errors and Omissions") insurance to protect the Consultant against the negligent acts, errors or omissions of the Consultant and those for whom it is legally responsible, arising out of the performance of professional services under this Agreement.
3. The Consultant's insurance coverages shall be for not less than the following limits of liability:
  - a. Commercial General Liability: \$400,000.00 per claim up to \$2,000,000.00 per occurrence;
  - b. Automobile Liability: \$100,000.00 per claim up to \$2,000,000.00 per occurrence;
  - c. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000.00; and
  - d. Professional ("Errors and Omissions") Liability: \$1,000,000.00, each claim and in the annual aggregate.
4. The Consultant shall, upon request at any time, provide the Sponsor with certificates of insurance evidencing the Consultant's commercial general or professional liability ("Errors and Omissions") policies and evidencing that they and all other required insurance is in effect, as to the services under this Agreement.
5. Any insurance policy required as specified shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Missouri.

I affirm or attest that \_\_\_\_\_ has and shall maintain (at the minimum) the  
(name of company)  
fore-mention insurance coverage during the contract agreement period.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed – Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

ATTACHMENT G

COMPLIANCE WITH E-VERIFY

**MID – AMERICA REGIONAL COUNCIL**

**NOTICE TO VENDORS**

**Section 285.525 – 285.550 RSMo – Effective January 1, 2009**

Effective January, 1 2009 and pursuant to the State of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition of the award of any contract or grant in excess of five thousand dollars (\$5,000.00) by the state or a political subdivision of the state (e.g., MARC) to a business entity, . . . , the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (RSMo 285.530 (2)).

Those Contractors providing service to MARC over \$5,000 shall comply with Sections 285.525 through 285.550 R.S.Mo.:

- Submit a completed, notarized copy of AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET SEQ. For Contracts over \$5,000.00 (attached),
- The Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted service, and
- Provide documentation evidencing current enrollment and participation in a federal work authorization program (e.g., electronic signature age from E Verify program’s Memorandum of Understanding (MOU).

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available from the following:

[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm)

If you have any questions please contact MARC (Contact name) (816) 474 – 4240 or the contract’s project manager.

MID – AMERICA REGIONAL COUNCIL

(MARC)

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S. MO., ET SEQ. FOR  
CONTRACTS OVER \$5,000.00

EFFECTIVE JANUARY 1, 2009

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_.  
State of \_\_\_\_\_, personally appeared \_\_\_\_\_ (Name)  
who is \_\_\_\_\_ (Title) of  
\_\_\_\_\_ (Name of company)  
a \_\_\_\_\_ (Type of business) and after being duly sworn did depose and say:

1. That said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That the said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The term used in this affidavit shall have the meaning set forth in Section 285.500 R.S. Mo., et seq.

**Documentation of participation in a federal work authorization program is attached to this affidavit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

**SAMPLE MEMORANDUM OF UNDERSTANDING**

Company ID Number: \_\_\_\_\_

The foregoing constitutes the full agreement on this subject between the SSA (Social Security Administration), DHS (Department of Homeland Security) and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU (Memorandum of Understanding) on behalf of the Employer and DHS respectively.

To be accepted as participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at (888) 464 – 4218.

Employer \_(your Company Name)\_\_\_\_\_

\_\_\_\_\_  
Name (Type/ or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department of Homeland Security – Verification Division

\_\_\_\_\_  
Name (Type/ or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date