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REQUEST FOR QUALIFICATION FOR ENGINEERING SERVICES FOR THE CITY OF FRANKLIN'S COOL SPRINGS AREA TRANSPORTATION NETWORK STUDY COF CONTRACT NO. 2019-0211

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NOTICE TO RECEIVE REQUESTS FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the City of Franklin, Tennessee, an Equal Opportunity, Affirmative Action Employer, will receive proposals in the Engineering Department at City Hall, 109 3rd Avenue South, Suite 133, Franklin, Tennessee 37064, until **Thursday, July 11, 2019 at 3:00 p.m. (CST),** for the following: **Request for Qualifications for Engineering Services for The City of Franklin's Cool Springs Area Transportation Network Study – COF Contract No 2019-0211**. The full Request for Qualifications document and a draft copy of the City's Professional Services Agreement can be found on the City's "Business Opportunities with the City" webpage at: https://www.franklintn.gov/business/business-opportunities-with-the-city-1494

The envelope containing the proposal must be sealed and contain the words "Request for Qualifications for Engineering Services– The City of Franklin's Cool Springs Area Transportation Network Study – COF Contract No 2019-0211".

Proposals received more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays before the time set for submittal of qualification statements, as well as proposals received after the time set for submittal of qualifications, shall not be considered and will be returned unopened.

The Board of Mayor and Aldermen of Franklin, Tennessee shall reserve the right to reject any and all proposals if said body deems it necessary in the best interest of the citizens of Franklin, Tennessee. Additional information may be obtained by contacting Mr. Adam Moser; Traffic Engineer; (615) 550-6663; adam.moser@franklintn.gov

NOTICE TO PROPOSERS

In additon to invitations issued to prospective Respondents, a Public Notice will be published in the Tennessean Newspaper and posted on the City's Website to solicit additional responses from any other interested qualified firms.

There may be one or more amendments to this proposal solicitation. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to the Engineering Department. Please send this information to Mr. Adam Moser; Traffic Engineer; (615) 550-6663; adam.moser@franklintn.gov. The Engineering Department will send amendments only to those firms that complete and return this form in a timely manner. The return of this requested information form may be made by e-mail only.

RFQ Reference **The City of Franklin's Cool Springs Area Transportation Network Study – COF Contract No 2019-0211**

Company Name _____

Mailing Address _____

_____

_____

(City) (State) (Zip)

Telephone Number _____

Fax Number _____

Contact Person _____

E-mail Address _____

Amendments will be issued via email only. Any alteration to the documents by the proposer may be grounds for rejection of the proposal or cancellation of any subsequent award.

PROJECT OBJECTIVE

The City of Franklin's Cool Springs Area Transportation Network Study needs to show current transportation conditions of roadways and intersections around the Cool Springs area as defined in the scope stated herein. The Study shall then incorporate current, approved developments that are expected to affect the Study corridors at full buildout of each approved development. The Study data incorporated shall be based on existing data, data collected as part of the study, proposed and approved development Traffic Impact Analysis (TIA) data, and the consultant's expertise on similar developmental impacts to a local area's transportation network. The Study shall show what known and future developmental impact will be on the current Cool Springs transportation network, including showing the outreach of all developments (at buildout) on the entire Cool Springs transportation network as defined in the scope. The Study shall also produce transportation improvement recommendations for the Cool Springs area transportation network, including capacity improvements at both the corridor and intersection level, as well as traffic signal or other transportation improvements needed to mitigate the effects of various development buildout scenarios. The major goals of the Study shall include:

- Current traffic data modeling and simulation of the defined corridors within the Study area. This shall include collection of traffic data, as needed, for the defined corridors and a depiction of current Levels of Service (LOS).

- Developmental effects (post development buildout) on the defined corridors within the Study area. This shall include showing the 'do nothing' scenario of all corridors and intersections prior to incorporating transportation improvement recommendations as part of the Study.

- Transportation improvement recommendations that are necessary at each phase of the approved developments' buildout. The recommendations shall show what improvements are gained, if any, at both the corridor and intersection level, including LOS improvements. Improvements shall also include functional plans.

- Additional recommendations or limitations that address smart growth policies, including "maintenance of character" scenarios for the Cool Springs transportation network. This will include recommendations to assist in keeping the character of the current roadway network, including bicycle and pedestrian facilities.

- It is expected that recommendations for future development densities are included in this part of the Study so as to maintain acceptable LOS at each intersection as produced and reported by the Consultant recommended improvements and as approved by the Board. These recommendations shall express the effects of what any future development will have on the Cool Springs area transportation network under the proposed and future densities (trips/acre) as well as expected conditions should those densities be exceeded.

PROPOSED SCOPE OF WORK

Task 1: Project Management Activities

Project management will be important to ensuring this project is successful and meets the goals cited by the City of Franklin's (COF) and its stakeholders. The consultant will work to provide the following objectives under this Task:

- Project Management Plan that includes detailed cost control items and objectives that enable the City to size this project per available funding;
- Development of the project schedule; and
- Develop quality assurance metrics for both the cost and schedule

A preliminary project kick-off meeting will be held with the City prior to producing the Consultant fee estimate, detailed scope and items listed above. This meeting will be held to gather information about existing data, available resources, technology/software that will be used and to define the final scope of this project.

The anticipated deliverables for the project management activities will include the following.

- Initial and periodic project schedules;
- Detailed meeting minutes including action items and responsible parties;
- Monthly progress reports; and
- Handouts, graphics, displays and other materials for meetings, as necessary

Task 2: Inventory and Modeling of Existing Conditions

In defining the Cool Springs area transportation network, it is important to develop a working inventory of the existing transportation network and conditions for this area. The data collection effort will include the following elements:

- Street Inventory – Information on streets' cross-section and laneage, sidewalks, bike lanes, and existing available rights-of-way (ROW) shall be collected from available resources and surveys. Current City models and data will be reviewed by the Consultant to include in the inventory and reviewed for usefulness to this Study's model creation, though use of any past model is not mandatory.
- Traffic Volumes – The City of Franklin will provide access to its database of traffic counts. The Tennessee Department of Transportation will serve as a resource for data on state routes. The consultant shall collect additional data as needed for this Study. All data collection needs shall be discussed with the City for their approval prior to inclusion into

the final Consultant fee estimate. The data collection plan shall be discussed in the preliminary project kick-off meeting.

- Current City Policies/Land Use – The Consultant shall have access to the City's development polices such as the Land Use Plan, Greenway and Open Space Master Plan, Major Thoroughfare Plan, Integrated Growth Plan (IGP), Zoning Ordinance and other development requirements and their relationship to transportation to assist in model creation and to develop the existing conditions, as applicable.

- Traffic Signal and Intelligent Transportation Systems (ITS) Technologies – The City shall provide any necessary/current traffic signal timing information, as necessary, for model development and review. A review of current vehicular Levels of Service (LOS) versus other metrics for operational efficiency of the transportation network will also be considered within the scope of this project in this task.

- Evaluate current Traffic Analysis Zones (TAZs) in the Connect Franklin Comprehensive Transportation Network Plan and as provided. Establish new Cool Springs area TAZs as necessary for review.

A review of the baseline model and existing conditions inventory with the City will be required. Comments shall be incorporated into the baseline prior to moving to Task 3.

Task 3: Evaluation of Developments

The Consultant will compile and analyze all available Traffic Impact Analysis (TIA) documents and development or site plans for each planned and approved development in the defined Cool Springs area. These documents will assist in producing the following subtasks within this Task:

- Incorporate, into the existing model produced in Task 2, all approved developments in the full build-out conditions within the Cool Springs area. This shall include traffic projections as identified in the TIA.

- The Consultant shall not only utilize the information presented in the TIA for distribution and analysis of the traffic and the improvements nearest the development, but the Consultant shall use their expertise in analyzing the effects of the various development's on intersections and interchanges within the entire Cool Springs area. It is expected this part of the study will express distribution effects well outside the individual TIA studied areas as determined by the Consultant.

- Identify and incorporate into the model any current planned transportation network improvements within the study area during this timeframe, including those identified in the City of Franklin's Capital Improvement Program (CIP). This will include meeting with City Engineering staff to identify what projects are funded and will be built within the developmental timeframe. This part of the evaluation should only show funded and expected transportation improvements per the TIA or PUD plans as well as CIP projects. All

other intersections and roadways shall be kept consistent to their current geometry and configuration.

- The evaluation shall show the entire Cool Springs area transportation network and include projected Levels of Service (LOS) for intersections and roadway segments in their expected configuration without additional improvements. The evaluation shall show expected delay at each intersection in the Cool Springs area as produced and stated above.

- Evaluate TAZs created in Task 2 and revise as necessary in this Task. State reasoning for revisions as necessary.

This Task will primarily use the baseline model to show expected traffic conditions of the Cool Springs area transportation network for the full buildout of both the approved developments at stated density as well as incorporate developer and City approved projects that are currently funded and/or planned with defined funding. These conditions will be reviewed with the City and Board of Mayor and Aldermen (BOMA) prior to moving on to developing recommendations. It is expected that the Consultant will be able to answer questions on what types of improvements are possible to bring intersections up to various Levels of Service. Therefore, the Consultant may want to explore various improvements (see Task 4) that could be made during this Task to answer these questions prior to review.

Task 4: Develop Recommendations

The Consultant shall utilize the conditions produced in Task 3 to produce recommended improvements to intersections and roadways in the Cool Springs area transportation network based on the direction of desired LOS from the City. This task shall include recommendations for new or revised planning and development strategies that ensure the roadway improvements can still achieve the desired LOS for future developments. Recommended improvements will be prioritized based on immediate needs from approved developments and expected buildout years. These recommendations shall include:

- Review of the Connect Franklin Comprehensive Transportation Network Plan and Carothers/McEwen IGP to identify applicable projects, costs and timeframes to be incorporated in the Consultant's recommended solutions. Each applicable project's functional plan shall be identified as necessary in the final report. If a past study project is edited or revised in the Consultants recommendation, state reasoning for revisions of the project.

- Recommendations for new intersection or roadway improvement projects that are not identified in past studies. These projects shall incorporate the entire Cool Springs study area to identify necessary improvements that are needed under all known development buildouts in order to reach directed LOS.

- Other potential infrastructure modifications including new traffic signal phasing and/or locations, access management, necessary connections to adjacent arterials, etc.

- Recommended new or revisions to existing development policies and transportation planning strategies. This includes but is not limited to determining future acceptable densities (trips/acre) for new developments, new Traffic Impact Analysis (TIA) study limits, arterial connectivity requirements, project incorporation, etc.

- The timeframe for the recommended projects. The project list shall be organized into short-term (≤ 10 years) and long-term (> 10 years) projects. Consideration for the prioritization of these projects will be based on the current LOS and the development project demand, feasibility of the project/area, and how it relates to the developments phased buildout years.

- Provision of initial opinions of probable costs for each project and identification of potential funding sources for those recommended projects. These can include Local, State and Federal sources or recommendations for special development based funding opportunities.

This Task shall present the recommendations to the City stakeholders and BOMA for review and comment. The Consultant shall be prepared to present recommendations and answer questions or comments about these recommendations as well as the newly calculated LOS. If the directed LOS cannot be met at an intersection or roadway, even with Consultant recommended improvements, the Consultant shall present the failed LOS with detailed severity of the delay that will be experienced under this failed condition and all options that were evaluated to reach the best possible LOS.

Task 5 Prepare Functional Level Plans and Final Report

For each recommended roadway or intersection improvement, the Consultant shall produce functional level plans that depict the improvement that is being recommended. This Task will also finalize and present the content of this project based on all tasks described herein in a final report. The final documents will consist of the following activities:

- Functional level plans and diagrams shall be prepared and presented by the Consultant for each intersection and roadway improvement recommendation, as accepted by the City in Task 4. Functional plans shall be provided in AutoCAD (DWG), MicroStation (DGN), and Adobe Acrobat (PDF) formats.

- Prepare the Draft report. Utilizing the information provided through the Consultant expertise, stakeholders and City staff, the consultant shall prepare a Draft report document. The draft shall include summaries of the inventory, analysis and the recommendations prioritized and with an associated time-frame. Planning strategies and policies shall be clearly stated as discussed and approved by the City under Task 4. The report shall include narrative, tables, maps and renderings of all associated recommendations included within the document. The draft plan shall be provided to the City in both electronic format (PDF) and six (6) printed copies.

- Prepare the final Draft report. Within 30 calendar days of the consultant submission of the Draft report, City staff will provide written feedback and comment on the recommendations. The consultant will re-focus the document to accurately reflect the City comments or make counter-points for consideration. The final draft shall include summaries of the inventory, analysis and the recommendations prioritized and with an associated time-frame. It shall include narrative, tables, maps and renderings of all associated recommendations included within the document. The final draft plan will be provided to the City in both electronic format (PDF) and six (6) printed copies.

- Prepare the Final report. The consultant will prepare this final output of the report and present the report to the City and the Board of Mayor and Alderman. This submittal shall include narrative, tables, maps and renderings of all associated recommendations included within the document. The final plan will be provided to the City in both electronic format (PDF) and ten (10) hardbound printed copies and one (1) unbound original reproducible copy.

RFQ PROCESS INFORMATION

Methodology

Selection for the award of this contract will be done in a two-step process. The first step will be to review and evaluate the proposals based on qualifications. Past performance on projects of similar nature, magnitude, and complexity will be the principal evaluation factors. The second step will involve short-listing firms and a formal interview process.

All qualification/proposal requirements must be met, or capable of being met by the responding firm, or its proposal will be disqualified as being nonresponsive.

Qualification Statement Format

In order to standardize and simplify the qualification statements for comparison and evaluation of the responding firms, all submittals must be organized in the manner set forth below, separated into separate sections, and appropriately titled. All information and materials shall be provided under a single cover. The technical proposal shall be submitted on no more than 25 Pages (13 double-sided sheets), 8 ½" x11" pages and shall be organized and numbered to correspond to Section I through IV:

Section I (3 Pages Max) – Title Page, Table of Contents and Letter of Interest: The Title Page should identify the project; the name of the firm, name of the firm's primary contact, address, telephone number, fax number and email address. The Table of contents shall contain the sections and corresponding page number for the items listed below. All pages of the proposal must be clearly identified and consecutively numbered and correspond to the Table of Contents

Section II (7 Pages Max) - Business and Team Organization: The full name and address of the firm's organization and the branch office if applicable that will provide the services herein shall be stated. The Principal-In-Charge of the office performing the work shall be identified as well as other team participants assigned to the project. Qualifications and job assignments of the various primary team members assigned to the project shall be included in the Qualification/Proposal. **The RFQ shall contain a realistic projection of the percentage of work that will be performed within the disciplines of the local office (*i.e.* Nashville MPO Region) as well as by any Subconsultants.** Any work to be preformed outside the local office shall be identified and the location of the office at which the work is to be performed is to be identified and a written statement including the percentage of work and the location of the office performing the work is to be included in the RFQ. A statement from the firm shall be included that to the best of their knowledge there are no circumstances that would cause a conflict of interest in performing these services for the City of Franklin. (Attachment A)

Section III (12 Pages Max) – Project Plan that describes the proposer's approach to the successful Implementation of the proposed services. Submit the following in the order below:

- A detailed outline of proposed methodology to complete the Cool Springs Area Transportation Network Study including a high-level timeline and brief descriptions of the key tasks, key milestones and key deliverables.

- A detailed summary of the professional consultant engineering firm's understanding and approach to the City's proposed scope of services to include any recommended changes or revisions.

- A technical plan that describes potential modeling software or simulation packages that could be used for this project, along with any other technology or program(s) to be used. The plan should address what types of technology or software are proposed for this project and why they'd be a good fit to achieve the objectives set forth herein. Emphasis should be placed on usefulness and accuracy of the technology, as well as time and budgetary savings.

Section IV (3 Pages Max) – Provide 3 case histories or 3 recently completed projects similar in nature completed by the firm or team in the last 6 years, including references. **The case history shall include the names of any proposed team members that were involved in the project.** Past experience should be specifically in Transportation Planning and Transportation/Traffic Engineering. Location, engineering fee and reference (contact person) shall be included for each project listed.

This Request for Qualifications (RFQ) may result in a short-list of qualified firms to continue in the process. All **Respondents** are advised that they will not be considered or allowed to proceed further in the selection process unless they have submitted statements of qualifications in accordance with this RFQ and have found to be qualified by the City of Franklin, in its sole discretion, to continue with the proposal process. The contract awards will be based upon such factors as project plan, project approach, staff qualifications and references by other municipalities on similar projects. It is the intent of the City of Franklin to review the submitted RFQ's and to select the most qualified, responsive firm for various tasks associated with improvements to the referenced infrastructure.

PROPOSED TIMETABLE

The following proposed timetable is for planning purposes only. The City of Franklin will make every attempt to comply with the times and dates set forth in this table but reserves the right to adjust this timetable as required during the course of the RFQ process.

RFQ Advertised	June 16, 2019
Pre-Submittal, Written Questions Due	July 5, 2019
Final Amendments Issued	July 8, 2019
Receive Final RFQ's	July 11, 2019
Short List Qualified Firms	July 26, 2019
Interview Short Listed Firms	Mid August 2019
Present a Final Recommendation to the BOMA	September 2019

The Request for Qualifications must be received by the City of Franklin before 3:00 p.m. (CST) on Thursday, July 11, 2019. Qualifications must be responsive to the requirements of the Request for Qualification. Failure to do so will render the submittals as nonresponsive.

Three (3) hard copies of the Qualifications and one electronic copy must be submitted to:

Mr. Adam Moser
Office of the City Engineer
109 3rd Avenue South, Suite 133
Franklin, Tennessee 37064

RFQ's must be submitted in strict compliance to the instructions included in the ***NOTICE TO RECEIVE REQUESTS FOR QUALIFICATION***. Upon receipt, the Qualifications shall become the property of the City of Franklin, without compensation to the responding firms, for disposition or usage by the City of Franklin at its discretion.

INQUIRIES

Any and all questions related to this RFQ shall be submitted in writing to Mr. Adam Moser, Traffic Engineer and forwarded to his email address adam.moser@franklintn.gov. All questions must be received prior to 3:00 PM (CST) on Friday, July 5, 2019. Any official clarifications, answers or positions given by the City of Franklin will be issues in the form of a written Amendment and distributed to all proposers.