**JULY 20, 2012**

# MUNICIPALITY OF MT. LEBANON
# REQUEST FOR PROPOSALS & QUALIFICATIONS (RFP)
# FOR MUNICIPAL TRAFFIC ENGINEER

## I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Municipality of Mt. Lebanon hereinafter the "Municipality" seeks to engage a respondent as Traffic Engineer for the Municipality commencing October 1, 2012 or upon appointment, whichever is later.

## II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and eight (8) full, complete and exact copies of each proposal shall be submitted in a sealed envelope and must be marked as "Municipal Traffic Engineer" and addressed to:

Stephen Feller, Municipal Manager
Municipality of Mt. Lebanon
710 Washington Road
Pittsburgh, PA 15228

The proposal must be received no later than **August 30, 2012, at 11:00 a.m**. at which time they will be opened in the First Floor Commission Chambers Room of the Municipal Building, 710 Washington Road, Pittsburgh, PA 15228.

**Faxed or emailed proposals will NOT be accepted. Any inquiry concerning this RFP should be directed in writing to:**

Stephen Feller, Municipal Manager
Municipality of Mt. Lebanon
710 Washington Road
Pittsburgh, PA 15228

All documents/information submitted in response to this solicitation shall be available to the general public. The Municipality will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Municipality reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. Mt. Lebanon also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when Mt. Lebanon determines that such action is in its best interest.

The Municipality further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all respondents submitting proposals.

## III. GENERAL INFORMATION ON THE MUNICIPALITY OF MT. LEBANON

The Municipality of Mt. Lebanon is located in Allegheny County, Pennsylvania and operates under the Home Rule Charter form of government, with a five (5) member Board of Commissioners and an appointed Manager. The Municipality is approximately 6 square miles, has a 2010 Census population of 33,137, an annual General Fund budget of $28 million, and has approximately 350 employees (approximately 141 who are full time, the remainder part-time or seasonal). The Board of Commissioners meets the second Tuesday and fourth Monday of each month as well as special meetings on an as needed basis. The seven-member Traffic Board meets on the first Wednesday of each month, excluding certain months during the summer.

## IV. MINIMUM QUALIFICATIONS AND SCOPE OF SERVICES

The Municipality requires the services of a firm or individual that is able to provide traffic consulting services on a variety of matters. See Exhibit A for details on needed services.

## V. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to perform all services described in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional assigned to the Municipality.

2. A three-year rate proposal for the period beginning October 1, 2012 and ending September 30, 2015. The proposal shall include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc and any other costs that may be applicable.

3. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.

4. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent. Also provide evidence of all applicable licenses to perform traffic engineering in Pennsylvania.

5. A description of the respondent's experience in performing services of the type described in this RFP. The respondent shall have at least six (6) years' experience as a consulting traffic engineer for a municipality/township in the state of Pennsylvania. Provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized municipalities. Also, provide detailed description of experience working with PennDOT traffic analysis and highway occupancy permitting process.

6. A description of the systems that will be established for monthly reporting of the status of projects, requests, and litigation.

7. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Allegheny County area.

8. References, including at least three (3) similar-sized municipal clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.

9. If the respondent or any principal therein has been engaged as a defendant in any litigation involving a sum of $100,000 or more and/or has been subject to any professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

10. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.

11. Identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement.

## VI. INTERVIEW

The Municipal Manager and/or the Board of Commissioners reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Municipality reserves the right to request clarifying information subsequent to submission of the proposal.

## VII. SELECTION PROCESS

All proposals will be reviewed by the Municipal Manager or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy IV “Minimum Qualifications” and V “Mandatory Contents of Proposal” the Municipality’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1.) The respondent’s general approach to providing the services required under this RFP.

2.) The respondent’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

3.) The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.

4.) The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed.

5.) Costs and fee schedules.

6) Other criteria as deemed appropriate by the Commission

## VIII. SELECTION AND CONTRACT

The Municipality will select the respondent deemed most advantageous to the Municipality, with price and other factors considered**.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected respondent’s proposal, and any changes negotiated by the parties. The Municipality shall not be required to appoint the lowest cost respondent.

# Exhibit A

# Mt. Lebanon, PA
# Minimum Requirements and Scope of Services
# Traffic Engineer

The Municipality of Mt. Lebanon is seeking proposals for a professional traffic engineer or firm to provide support and expertise in application of traffic engineering principles and practices to provide and enhance the safety and efficient movement of pedestrians, cyclists and vehicular traffic of people and goods within the Municipality. The Traffic Engineer will work closely with the Municipal Manager, Solicitor and Planner and coordinates work with the Police and Public Works departments. This work is to be performed on an on-call flexible service basis. Traffic engineering services will include, but are not limited to:

- Conduct or review traffic engineering, traffic analysis and transportation planning studies or project-specific traffic-related issue analysis
- Provide comprehensive analyses of existing and projected traffic conditions, intersection design, rail line or at-grade crossing impacts, speed humps, parking lot design, and traffic/transportation data collection services
- Provide electronic traffic control device studies and design (signs, signals, pavement markings, school zone flashers and curve warning flashers)
- Perform pedestrian studies including those to provide safe routes to school
- Review subdivision or new development projects involving traffic impact analyses, transportation modeling and area-wide transportation studies
- Provide an engineer's cost estimate of suggested traffic improvements
- Develop plans and specifications for the installation of traffic control systems
- Provide inspection services for traffic improvement projects
- Confer with staff, elected officials, and citizens regarding traffic and safety problems and places
- Analyze impact of PennDOT projects and Allegheny County engineering projects
- Review traffic calming options
- Present professional recommendations to Municipal Manager and Traffic Board
- Attend all Traffic Board meetings and some Commission meetings

During this agreement, the selected Traffic Engineering firm will not be able to consult with private developers on projects within Mt. Lebanon's corporate limits