



December 2, 2015

Subject: Request for Proposals
Statewide Traffic Signal System Evaluation and Development Project

To Whom It May Concern:

The Montana Department of Transportation (MDT) is accepting proposals from consulting firms interested in developing a plan which evaluates Montana's existing and future signal control technology, develops guidelines for Adaptive Signal Control (ASC) and evaluates identified corridors in relation to the newly developed plan and guidelines. One firm will be selected to perform the work specified herein.

Teams may be established as necessary; however it is expected that the prime consultant will be capable of completing the vast majority of the work. As a rule, the prime consultant chosen must complete at least 50% of the work for a specific project or assignment unless written exception is given.

Professional engineering licensure is required for this work, and must be in-hand at the time your proposal is submitted. If this requirement is not met and clearly identified in the proposal, your proposal will be considered non-responsive.

If your firm is interested, please submit a proposal as described herein.

SCOPE OF WORK

The scope of work for this project will consist of three main tasks as follows:

1. Development of a statewide Concept of Operations for traffic signals and traffic signal systems. A key element is reaching out to key stakeholders to document their desired needs and objectives, which leads to the development of a statewide plan. The stakeholders consist of local agency engineers, traffic signal technicians and appropriate MDT staff for the locations listed below.
2. Development of guidelines that MDT will use to determine when implementation of Adaptive Signal Control (ASC) is appropriate.
3. Evaluate MDT's existing traffic signal systems on identified corridors in relation to the newly developed Concept of Operations and guidelines for ASC. Identify the existing gaps and develop a corridor specific Concept of Operations. This task will identify what can be done with MDT's existing system to enhance operations and determine if MDT should pursue a more major upgrade (ASC).

MDT was the recipient of an Accelerated Innovation Deployment (AID) grant. Therefore, MDT and FHWA would like to complete this project within a 9-12 month timeframe.

Attachment 1 – Contains the MDT AID Application and Clarification questions.

Your response to the proposal should include your current knowledge of MDT's existing traffic signal systems. The proposal should also include your knowledge of other traffic signal systems that are available.

Your response should also include your proposed approach to accomplishing the three main tasks listed above in the specified timeframe. If this timeframe is not reasonable, please provide your proposed timeframe in relation to your proposed approach.

LOCATION

The statewide Concept of Operations and the guidelines for ASC will be applied to all state maintained traffic signals.

For the corridor specific Concept of Operations the following corridors have been identified:

- Billings
 - Main Street – 1st Avenue N. to MT 3 (13 signalized intersections)
 - King Avenue – Midland Road to S. 32nd Street W. (10 signalized intersections)
- Butte
 - Harrison Avenue/Front Street – Wal-Mart signal to Utah Avenue (12 signalized intersections)
 - Montana Avenue – Rowe Road to Granite Street (8 signalized intersections)
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- Great Falls
 - 10th Avenue S. – 6th Street/Fox Farm Road to 49th Street (18 signalized intersections)
 - 3rd Street NW – NW Bypass to 10th Street (6 signalized intersections)
- Helena
 - Custer Avenue – Washington Street to Green Meadow Drive (10 signalized intersections)
 - Euclid Avenue – Last Chance Gulch to Joslyn Street (6 signalized intersections)
- Kalispell
 - US 93 North – Wyoming Street to Reserve Drive (9 signalized intersections)
 - US 2 – Kalispell Bypass to S-317 (11 signalized intersections)
- Missoula
 - Reserve Drive – I-90 Interchange to Brooks Street (12 signalized intersections)
 - Brooks Street – Miller Creek Road to W. Beckwith Street E. (11 signalized intersections)
- Bozeman
 - 19th Avenue – I-90 Interchange to Stuckey Road (15 signalized intersections)
 - Main Street – N. 7th Street to Ferguson Road (11 signalized intersections)

Attachment 2 – Contains a map for each urban area

PROJECT SCHEDULE AND DELIVERABLES

MDT was the recipient of an Accelerated Innovation Deployment (AID) grant. Therefore, MDT and FHWA would like to complete this project within a 9-12 month timeframe.

The project schedule will be developed and negotiated prior to executing the contract agreement.

STANDARDS, SPECIFICATIONS, AND POLICIES

Work is expected to follow MDT's various Manuals, Guides, and Policies. These items may be found on MDT's Design Consulting web page at: <http://www.mdt.mt.gov/business/consulting/>.

Attachment 3 – Contains MDT's Traffic Signal Management Plan, MDT 2014 Annual Traffic Signal Report and MDT Signal Operations Review.

PROPOSAL SUBMITTAL

Submit six(6) copies of the proposal. The correct number of proposals must be submitted in order for your firm to be considered. Clearly label each proposal with the project name

identified in the subject line of this RFP. All proposals must be submitted in hard copy format; electronic proposals will not be considered.

The Department must receive the proposals for this RFP no later than 3:00 PM MST, January 11, 2016. Send the proposals to:

Ryan Dahlke, P.E.
Consultant Design Engineer
Montana Department of Transportation
2701 Prospect Avenue
P.O. Box 201001
Helena, MT 59620-1001

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the State return late proposals at vendor's expense or the State will dispose of late proposals if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.). If no request is made, late proposals become the property of the Department. All proposals submitted on time become the property of the Department.

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The State is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

TENTATIVE RFP/SELECTION SCHEDULE

The anticipated schedule for consultant solicitation and selection for this contract is as follows (subject to change):

December 2, 2015: RFP released
January 11, 2016: Proposals due to be submitted to MDT Consultant Design
January 28, 2016: Proposals reviewed, rated, and ranked by the evaluation committee
February 3, 2016: Consultant Selection Board meeting to select consultant

There are five (5) members on the evaluation committee for this RFP:

1. MDT Traffic Operations Engineer
2. MDT Traffic Signal Engineer
3. MDT Traffic Signal Engineer
4. MDT Traffic Signal Timing Engineer
5. MDT Traffic Signal Timing Engineer

PROPOSAL CONTENTS

The proposal must contain the information listed in this section. The proposal is **limited to ten (10) pages**, not including the Cover Page/Introduction, Appendix A, or the Unbound References attachment. Each page is defined as a letter size sheet (8 1/2" x 11"), minimum font size of 10. Information in excess of that allowed will not be considered. Please organize your proposal in

the same order and numbering format as shown below, which will assist MDT in reviewing your proposal:

Cover page/Introduction

Identify the project name identified in the subject line of this RFP. Also include contact information for questions and follow-up regarding this proposal, including name of individual, title, telephone number, mailing address, and email address. Information presented in the cover page/introduction in regards to the question(s) below will not be considered in proposal scoring.

Questions

- 1) **Qualifications of Firm:** Provide a discussion of how your firm is best qualified to respond to the requirements of this project. Discussion should focus on:
 - Your firm's expertise and experience, as it relates to the requirements for this specific project particularly the work described in the "Scope of Work". Provide examples of previous related project experience as it relates to these services.
 - Ability and Strategy to meet project schedules, including fast-tracked or emergency projects, and changing priorities. Response should include a brief discussion on current and projected workload.
 - Compatibility of systems, software, and equipment (i.e. CADD software, word processing software, etc.), and experience with these systems, software, and equipment. The Department's standard design software is Microstation and Geopak. Describe any additional support equipment or software you intend to use.
 - Subcontractors and support services that you anticipate utilizing and describe their expertise.
 - Quality assurance/quality control procedures.
- 2) **Qualifications of Personnel:** Provide a discussion of the qualifications of the key personnel to be assigned to this project. Discussion should focus on:
 - Expertise, experience, and training of key personnel to be assigned to the project, as it relates to the requirements for this specific project particularly the work described in the "Scope of Work". Provide examples of previous related project experience as it relates to these services.
 - Clearly state any professional licensing requirements applicable to this contract.
 - Include an organization chart that indicates the project staff, their area of expertise, registration, and office location(s).Resumes may be considered as supplemental information for scoring this question.
- 3) **Project/Contract Approach:** This project has many challenging aspects. Discuss the challenges you foresee and the strategy for addressing these challenges as they relate to this project, such as innovative concepts, technology applications, flexibility, location of corridors and stakeholders, and balancing the needs and interests of multiple stakeholders.

Appendix A

Resumes

Include brief resumes for the key personnel to be assigned to the contract.

Resumes are limited to one (1) page per person.

Unbound attachment References

Submit ONE UNBOUND COPY of references for all of the firm's clients from the past three (3) years for projects that deal with work similar to the proposed scope of services. Include client name, a currently employed contact person, and a corresponding valid phone number. Give range of contract value.

EVALUATION OF PROPOSALS

All proposals will be evaluated in accordance with the following factors:

- 1) Qualifications of Firm (50 points possible)**
- 2) Qualifications of Personnel (50 points possible)**
- 3) Project /Contract Approach (50 points possible)**
- 4) Record of past performance (30 points possible)**
 - a) If two (2) or more MDT evaluations specific to the discipline for this contract are available for the consultant, the average score of these evaluations will be used.
 - b) If fewer than two (2) MDT evaluations specific to the discipline for this contract are available for the consultant, the consultant's current overall past performance score from MDT evaluations will be used.
 - c) If no current overall MDT evaluations are available, reference checks will be used for this score.

Following the review, evaluation, and rating of all proposals, the final results will be presented to the Consultant Selection Board at the MDT Headquarters Building. At this time, the Consultant Selection Board will select the most qualified firm(s) to perform the work. In the event that a firm cannot be identified as the most qualified through an evaluation of these proposals, MDT reserves the right to narrow down the list of responding firms to an appropriate short list. Short-listed firms will either be asked to provide a supplemental proposal, or asked to be interviewed or provide a presentation to the Rating Committee. Scores from the proposals, supplement project proposals (if used), and interviews (if used) will be carried forward to determine final consultant score. Consultant selection is finalized by MDT at the Consultant Selection Board meeting.

INDIRECT COST RATE REQUIREMENTS

Proof of the firm's Indirect Cost Rate (overhead rate) is *not required* with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172.7(b) for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located on the MDT Internet website.

<http://www.mdt.mt.gov/other/cdb/external/policies/INDIRECT-COST-RATE-POLICY.PDF>

Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.

AGREEMENT REQUIREMENTS

Contract agreements will generally be administered on a cost plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. As described in the Indirect Cost Rate Requirements section above, all Consultants and subconsultants must provide the Department with an Indirect Cost Rate (as applicable) audited (when applicable) in accordance with 23 CFR §172.7(b) for the cost principles of 48 CFR Part 31 and based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Department.

Do not submit actual numerical financial information within this proposal.

STATE OPTION TO AWARD

While the State has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the State to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP (18-4-307, MCA);
- Reject any or all proposals received in response to this RFP (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the State's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if the State determines adequate funds are not available (18-4-313, MCA).

SINGLE POINT OF CONTACT

From the date this solicitation is issued until the consultant selection is finalized by MDT at the Consultant Selection Board meeting, offerors are not allowed to communicate with any state staff or officials regarding this solicitation, except at the direction of the Consultant Design Engineer. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Ryan Dahlke
Consultant Design Engineer
Montana Department of Transportation
(406) 444-7292 (Direct Line)
(800) 335-7592 (TTY)
rdahlke@mt.gov

DBE/WBE GOALS

There are no DBE/WBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

NONDISCRIMINATION COMPLIANCE

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations (see attached notice).

If you have any questions, please contact me at (406) 444-7292 or (406) 444-7696 TDD, or by email at rdahlke@mt.gov. I look forward to receiving your proposal.

Sincerely,

Ryan Dahlke, P.E.
Consultant Design Engineer

Attachment

copies:

Jay Skoog, ACEC Executive Director-Montana Chapter
MDT Consultant Design Bureau file

e-copies:

Dwane Kailey, MDT Chief Engineer
Roy Peterson, MDT Traffic Engineer
Lesly Tribelhorn, MDT Highways Engineer
Lynn Zanto, MDT Planning Division Administrator
Patricia McCubbins – MDT Civil Rights Bureau Chief
Danielle Bolan, MDT Traffic Operations Engineer

**MDT NONDISCRIMINATION
AND
DISABILITY ACCOMMODATION NOTICE**

Montana Department of Transportation (“MDT”) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the grounds of race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, religion/creed/culture, political belief, genetic material, veteran status, or social origin/ancestry (hereafter “protected classes”). by its employees or anyone with whom MDT chooses to do business.

For the duration of this contract/agreement, the PARTY agrees as follows:

(1) Compliance with Regulations: The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Non-discrimination:

- a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.
- b. PARTY will provide notice to its employees and the members of the public that it serves that will include the following:
 - i. Statement that PARTY does not discriminate on the grounds of any protected classes.
 - ii. Statement that PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).
 - iii. Contact information for PARTY’s representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.
 - iv. Information on how to request information in alternative accessible formats.
- c. In accordance with Mont. Code Ann. § 49-3-207, PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on

the basis of merit and qualifications and that PARTY does not discriminate on the grounds of any protected class.

(3) Participation by Disadvantaged Business Enterprises (DBEs):

- a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY will make all reasonable efforts to utilize DBE firms certified by MDT for its subcontracting services. The list of all currently certified DBE firms is located on the MDT website at mdt.mt.gov/business/contracting/civil/dbe.shtml
- b. By signing this agreement the PARTY assures that:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

- c. PARTY must include the above assurance in each contract/agreement the PARTY enters.

(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment:

In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

(5) Information and Reports: The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

(6) Sanctions for Noncompliance: In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or
- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

(7) Pertinent Non-Discrimination Authorities:

During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Federal

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 200d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airways Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§

12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-Discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

State

- Mont. Code Ann. § 49-3-205 Governmental services;
- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

(8) Incorporation of Provisions: The PARTY will include the provisions of paragraph one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.