

New Jersey Signal Retiming

The Delaware Valley Regional Planning Commission (DVRPC) is seeking qualifications from a consultant firm that will perform work and services that may include, but are not limited to: pre-evaluating corridors, analyzing timings, recommending improvements, implementing timing revisions, refining timing adjustments, analyzing equity, and performance reporting. The consultant team will work with DVRPC and the Counties to select, evaluate and retime key corridors.

DVRPC Timeline for RFQ Process and Completion of Project:

Posting of Request for Qualifications:	Wednesday, January 6, 2021
Submission of Inquiries by Email:	Friday, January 22, 2021 at 3:00 PM EST
Posting of Responses to Inquiries:	Rolling basis
Qualifications Submission Deadline:	Wednesday, February 17, 2021 at 10:00 AM EST

The Delaware Valley Regional Planning Commission is the federally designated Metropolitan Planning Organization for a diverse nine-county region in two states: Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer in New Jersey.

***DVRPC's vision** for the Greater Philadelphia Region is a prosperous, innovative, equitable, resilient, and sustainable region that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all.*

***DVRPC's mission** is to achieve this vision by convening the widest array of partners to inform and facilitate data-driven decision-making. We are engaged across the region, and strive to be leaders and innovators, exploring new ideas and creating best practices.*

DVRPC fully complies with Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes in all activities. For more information, visit www.dvrpc.org/GetInvolved/TitleVI.

DVRPC is funded through a variety of funding sources including federal grants from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Pennsylvania and New Jersey departments of transportation, as well as by DVRPC's state and local member governments.

DVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

I. Project Background

Serving the Greater Philadelphia area since 1965, DVRPC works to foster regional collaboration in creating and maintaining a livable, sustainable, and economically competitive region covering our nine counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia counties in Pennsylvania, and Burlington, Camden, Gloucester, and Mercer counties in New Jersey. These nine counties together comprise over 3,800 square miles with land use that varies from the dense urban core of Center City Philadelphia to the open rural areas of the New Jersey Pinelands. DVRPC staff works with municipal, city, county, and state representatives and many other partners to improve transportation, promote smart growth, protect the environment, and build the economy.

DVRPC is the federally designated Metropolitan Planning Organization (MPO) for the greater Philadelphia region. DVRPC sponsors and conducts studies, assists member planning agencies, and provides a forum for interagency cooperation and public input into funding decisions.

The New Jersey Traffic Signal Retiming Initiative seeks to provide for the evaluation of existing signals along an identified corridor, with the goal of improving traffic operations along the corridor through revised signal timing plans. The Federal Highway Administration (FHWA) recommends that “traffic signal retiming should be reviewed every three to five years and more often if there are significant changes in traffic volumes or roadways conditions.” The consultant team will work with DVRPC and the Counties to select, evaluate and retime key corridors.

II. Scope of Work

The qualified consultant firm will perform work and services that may include, but are not limited to: (1) pre-evaluating corridors; (2) analyzing timings; (3) recommending improvements, implementing timing revisions; (4) refining timing adjustments; (5) analyzing equity, and (6) performance reporting. The qualified consultant firm will also be required to successfully work with and coordinate with the New Jersey Department of Transportation (NJDOT), county, municipal sponsors, and other stakeholders.

It is anticipated that the qualified consultant firm will provide both the engineering services identified and the general work activities that can be expected under this Open-end Agreement. A more specific and project-related Scope of Work and budget will be outlined for each individual Work Order developed under this Agreement.

III. Qualification Requirements

The qualified consultant firm must possess the skills necessary to properly evaluate existing traffic signals along an identified corridor, with the goal of improving traffic operations along the corridor through revised signal timing plans. The qualified consultant firm must exhibit excellent traffic signal retiming skills and be able to provide innovative approaches to traffic signal retiming. Specific examples and approaches to traffic signal retiming must accompany the qualification requirements submittal. The detailed examples of traffic signal retiming and implementation of timing plans should demonstrate the breadth of experience and knowledge.

The qualified consultant firm is also encouraged to include in the qualifications any experience, equipment, staff resumes, and/or other qualifications, which it believes will help to support the submission.

IV. Submission of Qualification Requirements

The qualification, transmitted as a .pdf, .doc, and/or .docx file should contain the firm name and be titled "Qualifications Submittal." Please submit your Qualifications via email to procurement@dvrpc.org. The firm who submits the qualifications, Respondent, must include the following elements in order:

- A. **Cover Letter.** Submit a cover letter from a principal of the Respondent, providing summary of qualifications along with primary contact information (phone number and email address). (1 page maximum)
- B. **Statement of Required Qualifications.** Submit information which identifies innovative approaches and cost-effective traffic signal retiming management techniques that will be employed as per evaluation criteria. A portfolio of previous work demonstrating your design skills, creativity, and knowledge of planning tools and a list of equipment and tools available for this type of work should be included.
- C. **List of Similar Projects.** This list should include contact information including name of project manager, email and telephone number along with a brief description of the similar work.
- D. **Resumes of Staff to Perform Work.** Provide resume(s) of no more than one (1) page per staff member.
- E. **Certification of Staff Assignment.** Submit in writing the following certification statement: "The staff identified as being assigned to this project will be available and so assigned."
- F. **Basic Description of Qualifications and Role of any Subcontractor(s).** Submit a description of the qualifications and role of any subcontractor(s) who will be assigned to the project.
- G. **Certification of Eligibility.** A certificate is to be included in the proposal for each firm stating that: "The firm is not ineligible to receive award of a contract due to the firm's inclusion on any Federal, Pennsylvania, or New Jersey state lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or state funds." This statement should be written on your firm's letterhead and should be signed by an officer of the firm.
- H. **DBE/SBE/ESBE Letters.** If applicable, the Respondent and/or any sub-consultants must submit letters demonstrating that they are certified as a DBE/SBE/ESBE firm by the Commonwealth of Pennsylvania and/or New Jersey.

V. Submission Information:

Qualification Requirements submissions are due no later than **Wednesday, February 17, 2021 at 10:00 AM EST**. Please note that file sizes must be under 25 MB. Acceptable file types are .pdf, .doc, and .docx. Qualification Requirements submitted after the submission deadline, that do not strictly adhere to the submission instructions, or that are non-responsive to any of the requirements of this RFQ may be deemed disqualified and may be ineligible for award.

VI. Evaluation Criteria

An evaluation committee consisting of representatives from DVRPC and our planning partners will evaluate each proposal properly submitted and, at its discretion, recommend an awardee or awardees to the DVRPC Board.

Criteria have been established to guide the evaluation of each Respondent's proposal. The following weighted criteria will be used to evaluate and rank proposals:

- A. Identify innovative approaches and cost-effective management traffic signal retiming techniques that will be employed to: (1) pre-evaluating corridors; (2) analyzing timings; (3) recommending improvements, implementing timing revisions; (4) refining timing adjustments; (5) analyzing equity, and (6) performance reporting. Particular emphasis will be on the methodologies to: (a) review of corridors and identify deficiencies; (b) collect and calibrate data; (c) evaluate and update signal permit and system plans; (d) implement adjustments and field refinements; and (e) report performance. **(70 %)**
- B. The team's knowledge of, and working expertise in, software for optimization of arterial signal coordination; legacy and modern traffic signal system hardware and software; operation and programming of controllers; and technologies for signal interconnection. **(20%)**
- C. Demonstrated satisfactory past performance on similar projects completed within budget and on time. **(10 %)**

Negotiations for award of the contract will be to the Respondent(s) that best meet the evaluation criteria. DVRPC reserves the right to award in part or as a whole. DVRPC may reject all proposals. DVRPC further reserves the right to negotiate cost and scope elements with the leading Respondent(s).

VII. Contract

The contract will be between DVRPC and the selected Respondent(s) who will be technically and administratively responsible to DVRPC. DVRPC will authorize all payments to the selected firm(s). The contract will be cost reimbursable with a fixed fee, not to exceed type.

Length of contract and availability of funds will be provided in the contract details. Should additional funding become available for related work DVRPC may negotiate with the selected Respondent(s) to perform the work for up to four additional years.

VIII. Inquiries Regarding this Solicitation

All inquiries related to this RFQ should be to procurement@dvrpc.org and submitted no later than **Friday, January 22, 2021 at 3:00 PM EST**. Inquiries may not be considered if not received by then. DVRPC will respond to questions it considers appropriate to the RFQ and of interest to all Respondents, but reserves the right, in its discretion, to amend or to not respond to any question.

All inquiries and responses will be posted on a rolling basis on the DVRPC website at the location of the posting of the original RFQ at www.dvrpc.org/Consultant.

Responses posted on DVRPC's website become part of the RFQ upon posting. DVRPC reserves the right, in its discretion, to revise questions and responses to questions after posting, by posting the modified

response. No oral response to any Respondent question by any DVRPC employee or agent shall be binding on DVRPC or in any way considered to be a commitment by DVRPC.

DVRPC considers any information submitted directly to the Commission through a notice of opportunity announcement to be confidential and proprietary. While DVRPC does not make such information public, unsuccessful respondents may request a debrief meeting to discuss their submission and subsequent evaluation. DVRPC's Access to Records Policy may be viewed at www.dvrpc.org/Policies.

IX. Disadvantaged Business Enterprises

The Delaware Valley Regional Planning Commission is committed to providing opportunities for Disadvantaged Business Enterprises (DBE), to compete for work. DBEs are certified by the Pennsylvania Unified Certification Program (PAUCP) and the New Jersey Unified Certification Program (NJUCP) in accordance with 49 CFR Part 26. Any party that enters into an agreement with DVRPC is encouraged to involve DBEs in the required work and to submit documentation of any such involvement in the proposal narrative and budget.

For this project, the DBE/SBE goal shall be a minimum of 13.23%.

Any party that enters into an agreement with DVRPC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any agreement or in the administration of its DBE program or the requirements of 49 CFR part 26. All parties to DVRPC agreements shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of any subagreements and in addition each prime contractor or subrecipient must include the following assurance in any subcontracts entered into:

“The contractor, subrecipient 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 this agreement.”

DVRPC Disadvantaged Business Enterprise Policy: www.dvrpc.org/Consultant/files/dbe_program.pdf

DVRPC encourages all prospective Respondents to use the following links to the PA and NJ Unified Certification Program to locate DBE firms to utilize as sub-consultants.

PA - Unified Certification Program: www.dotsbe.pa.gov/PAUCPWeb/paucp/viewHome.do

NJ - Unified Certification Program: www.njucp.dbesystem.com

X. Small Business Enterprise & Emerging Small Business Enterprise Programs

In addition to DBEs, DVRPC encourages the use of small businesses under the following programs: Small Business Enterprise (SBE) in Pennsylvania, and Emerging Small Business Enterprise (ESBE) in New Jersey.

Small business concerns are those entities seeking to participate in contracts that meet the definition of a small business concern set forth in Section 3 of the Small Business Act and Small Business Administration regulations as per 13 CFR Part 121.

These programs are designed to facilitate greater participation of small businesses in transportation related procurements. Any party that enters into an agreement with DVRPC is encouraged to involve SBE/ESBEs in the required work and to submit documentation of any such involvement in the proposal narrative and budget.

Contractors looking for certified SBEs can search these online databases:

Pennsylvania Small Business Enterprise Program: www.dotsbe.pa.gov/SBEWeb/sbe/viewHome.do

New Jersey Small Business Enterprise (SBE) Program:
https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp

New Jersey Emerging Small Business Enterprise (ESBE) Program:
www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf

Contractors must maintain records to ensure compliance with 49 C.F.R Part 26 obligations by indicating the number of DBE, SBE/ESBE, and non-DBE/SBE/ESBE subcontractors, the type of work performed on the project, documentation of efforts to secure DBE/SBE/ESBE firms for available subcontracting opportunities and the means of communication used to obtain the services of DBE/SBE/ESBEs, and dollar amounts paid to DBE/SBE/ESBEs.

XI. Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), & Emerging Small Business Enterprise (ESBE) Programs Participation Schedule

While no detailed information is required as a part of the Request for Qualifications process, after award, the Awardee will need to provide completed Attachment A: Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), & Emerging Small Business Enterprise (ESBE) Programs Participation Schedule and furnish the following documentation:

- The names and addresses of DBE/SBE/ESBE firms that will participate in the Contract;
- A description of the work that each DBE/SBE/ESBE will perform; and
- The percentage of participation of each DBE/SBE/ESBE firm participating.

Attachment A: Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), & Emerging Small Business Enterprise (ESBE) Programs Participation Schedule will be required as part of the contract process.

ATTACHMENT A

Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), & Emerging Small Business Enterprise (ESBE) Programs Participation Schedule

As specified in the DBE, SBE and ESBE Participation Sections included in the Request for Qualifications Documents, the Awardee shall furnish to DVRPC's satisfaction the details of DBE, SBE and/or ESBE participation upon request.

A. Table I: All Work to be Performed by DBE/SBE/ESBE(s)

Name of DBE/SBE Firm	Contact Person (Business Address & Telephone Number)	Description of Work to be Performed	Total DBE/SBE/ESBE Percentage to be Credited to Goal
			%
			%
			%
			%

Project Name: _____

Name: _____

Title: _____

Firm or Corporation: _____

Email: _____

Telephone Number: _____

Proposers are hereby notified that the information contained herein will be verified with the designated DBE/SBE/ESBE firm. Additionally, if and when the award of a contract is made, all DBE/SBE/ESBE firms listed herein will be simultaneously notified of the award. DVRPC reserves the right to waive informalities herein in its sole reasonable discretion. All percentages must be expressed as a percentage of the Proposer's total maximum price to DVRPC.

Signature: _____ Date: _____

