

City of Albany, New York Traffic Engineering Unit

REQUEST FOR PROPOSALS FOR THE PROVISION OF ENGINEERING SERVICE FOR MADISON AVENUE TRAFFIC STUDY/ROAD DIET FEASIBILITY STUDY

RFP No. TE-11-002
November 16, 2011

SECTION 1: PURPOSE

- 1.1 The City of Albany hereby requests proposals from qualified firms or team of firms to provide engineering services related to **Madison Avenue Traffic Study/Road Diet Feasibility Study** in the City of Albany, New York. Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals.

SECTION 2: PROJECT DESCRIPTION

- 2.1 The City of Albany requests proposals for conducting a Traffic Study/Road Diet Feasibility Study on Madison Avenue in the City of Albany, New York. The purpose of this study is to determine the most effective multi-modal lane configuration for the Madison Avenue corridor between Lark Street and S. Allen Street as well as Western Avenue between S. Allen Street and Manning Boulevard. The selected firm will be responsible for examining surface treatments on the existing infrastructure and between the existing curbs that will provide for safe and efficient transportation for vehicles, pedestrians, and bicycles. Mass transit must be examined through the CDTA bus service on and crossing this corridor. On-street parking must be maintained throughout the corridor in each alternative that is developed. A large reduction of on-street parking is not a desired outcome of this project.

The consultant shall identify and evaluate a minimum of three (3) alternatives and recommend the best lane striping, signage and traffic signal treatments for this corridor. The study must be based upon sound data and information on peak hourly/daily traffic distribution, street geometry, traffic signal operation, transit, pedestrian, and bicycle travel for Madison Avenue and its intersecting roadways.

The study shall examine roadway uses and assignments between the existing curbed sections. All alternatives shall include and use potential options for traffic including but not limited to lane reduction or reassignment, improving motor vehicle safety, improving pedestrian access and safety, and improving/adding bicycle amenities on this corridor. The selected firm shall coordinate activities with the City's current Washington and Western Avenue ITS traffic signal improvement project which passes through the western end of the project limits.

SECTION 3: RECEIPT OF PROPOSALS

- 3.1 Ten (10) copies of the Proposal must be received in a sealed envelope marked "Proposal Enclosed – Engineering Services – Madison Avenue Traffic Study/Road Diet Feasibility Study, Albany, New York" no later than **Wednesday, December 28, 2011 at 1:00 PM** at the following address:

City of Albany, Police Department
Traffic Engineering Unit
10 N. Enterprise Drive
Albany, New York 12204
(518) 434-5791

- 3.2 Each proposal submitted will be the document upon which the City of Albany will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the requested services.
- 3.3 Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 3.4 Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- 3.5 The City of Albany reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- 3.6 The City of Albany reserves the right to award the work, in whole or in part, to one or more firms and individuals.
- 3.7 The City of Albany reserves the right not to award any or all of the work detailed in this document.
- 3.8 Any award of the engineering services work shall be conditioned on the later execution of a formal written contract. The City of Albany reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.

SECTION 4: QUALIFICATIONS OF PROPOSER

- 4.1 Each proposer shall provide a statement of qualifications including:
 - a. A brief history and description of the firm submitting the proposal.
 - b. Identification of the firm's professional staff members who will be assigned to this project if the firm's proposal is selected. Include a resume for each such professional staff member that details qualifications, years and types of experience, education, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this project if the firm's proposal is selected. Firm(s) submitting proposals must employ licensed Civil Engineers assigned to this engagement.
 - c. At least three (3) references, including contact names, addresses, and telephone numbers.
 - d. A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm.
 - e. A comprehensive description of the firm's experience in similar projects and specific experience in conducting transportation studies.

- f. Any additional information which would serve to distinguish the firm from other firms submitting proposals such as examples of work on projects similar to the project contemplated by this RFP, any special expertise or experience of the firm, etc.
- 4.2 The City of Albany may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data subsequently requested by the City of Albany for this purpose.

SECTION 5: SCOPE OF SERVICES

Consultant shall provide the following services:

5.1 Phase I: Existing Conditions and Data Collection

- Attend a project kickoff meeting with the City of Albany to review the project goals, objectives, and schedule. At this meeting stakeholder representatives will be identified. Periodic stakeholder meetings will be held during the project timeline.
- Schedule, attend, and conduct two public informational meetings. One meeting at the beginning of the project and one meeting at a later period in the progress of the project.
- Surveys: Consultant shall provide Photogrammetric mapping with 40 scale mapping to locate potential physical conflicts and support design of potential required physical modifications to the roadway, traffic signals, and appurtenances. City Right of Way shall be identified based upon the most recent tax map information. Provide supplementary survey as necessary throughout the project limits as noted above in Section 2.1. Utilities must be identified and included in all base map layouts. All designs shall be completed in Auto Cad and as a PDF file with copy of original survey base map provided to the City of Albany as a record document, on paper and in electronic format on CD.
- Collect data regarding accidents and traffic volumes and turning movement counts (vehicles, pedestrians and bicycles) throughout the corridor for morning (7AM – 9AM), midday (11AM – 1PM) and evening (3PM – 6PM) Peak hours. Counts shall not occur during holidays or when schools and universities are not in session. Additionally, counts shall not be conducted during inclement weather conditions. Intersection counts shall be conducted once per time period per intersection. Automatic tube counts at periodic stations throughout the corridor shall be conducted for three consecutive days during a mid-week period. One automatic tube count shall be taken for each station within the corridor. It is anticipated that a minimum of six (6) stations will be required. The data shall then be used by the selected firm to determine level of service for each alternative. The data shall also be used to develop basic traffic signal timing plan for each intersection and for progression through the corridor during Phase II of this project.
- Perform physical inventories including ADA and pedestrian accommodations, traffic control signs, and pavement markings throughout the corridor.
- Perform speed and delay runs for peak and off peak periods.
- Work with the City's Department of General Services Bureau of Engineering on pavement condition assessment from Engineering's files.
- Provide case study evaluation of three other locations of similar size and density in New York State excluding the City of New York, Nassau, Suffolk, Westchester and Rockland Counties where road diet projects have been implemented.
- Prepare and submit Technical Memorandum summarizing all information and data collected

5.2 Phase II – Design Alternatives Development and Analysis

- Develop and calibrate a traffic operations analysis model to forecast and evaluate queuing, signal LOS (Level of Service) saturation flow, etc. Calibrate against observed data.

- Develop potential lane configurations (striping plans) and other operational improvement options for testing in the computer model including physical signal modifications and potential timing plans for each alternative.
- Evaluate options including LOS and speed/delay comparisons for each alternative to existing conditions.
- Evaluate impacts to side street operations.
- Evaluate accident potential tradeoff's and safety countermeasures.
- Determine an appropriate traffic rate growth factor.
- Evaluate options with increased volumes due to background traffic growth and determine failure mode volumes.
- Identify recommended physical improvements to pedestrian crossings, and traffic signals under each option.
- Identify options for bicycle infrastructure improvements as outlined in the City of Albany Bike Master Plan. (Copy of this document will be provided to the successful bidder)
- Identify potential queue length at intersections for each alternative for both mainline and side streets.
- Prepare Draft Technical Memorandum of summary finding for City staff review.
- Meet with City staff to determine what improvements should be implemented, determine schedule for implementation, and identify any outside financial resources necessary for implementation of the construction project
- Prepare a final report summarizing results of the study and final recommendations for implementation.
- Prepare detail cost estimate for all alternatives including construction, legal, administrative and engineering costs.
- All design work shall comply with the New York State Standard Sheets and Specifications, Federal Manual of Uniform Traffic Control Devices, and City of Albany Specifications and Standards unless otherwise stipulated in writing by the City during informational meetings.

5.3 Phase III – Design and Construction Plans, Specifications and Engineer's estimate for Construction

- Supplemental Agreement for this phase may be negotiated at a future time and date pending budget approval.

5.4 Project Schedule:

- Projected Schedule:
 - ✓ Proposal Submission Wednesday,
December 28, 2011
 - ✓ Executed Contract City will Notify Consultant of
Date of Execution of Contract
 - ✓ **Phase I** - Existing Conditions and Data Collection 60 days from notice to proceed
 - ✓ **Phase II** - Design Alternatives Development and Analysis including final written report 180 days from notice to proceed

with recommendations

5.5 Project Deliverables: The following deliverables shall be submitted to the City of Albany for review within the time period in Section 5.4:

- ✓ **Phase I** – Existing Conditions and Data Collection Ten (10) paper copies and one electronic copy of each item in this phase of the project

- ✓ **Phase II** - Design Alternative Development and Analysis including final written report with Recommendations Two paper copies and electronic copies and one electronic copy of each document in the phase of the project.
Twenty (20) paper copies and one electronic copy of the Final Report shall be submitted by the Successful Consultant.

- ✓ **Phase III** - Design and Construction Plans, Specifications and Engineer’s estimate for Construction To be determined at a later date and time.

5.6 Project progress meetings: There shall be bi-weekly progress meetings held during the project at a time, day of week and location mutually agreed to by City of Albany and the selected firm. Assume a total of twenty (20) meetings throughout the duration of the project. These will include any combination of the following: project progress, stakeholder, and/or public informational meetings. Additional meetings as necessary may be scheduled by either the City of Albany or the chosen Firm at no additional cost to the project.

SECTION 6: WORK PROPOSAL

6.1 Address the Scope of Services referenced in Section 5 above, including a detailed work plan and project approach that includes task definitions and methodology, milestones, and project schedule.

SECTION 7: COST PROPOSAL

7.1 Provide the proposed total not to exceed cost for providing all of the services set forth in Section 5, Subsections 5.1 and 5.2 (Phase I & Phase II). Proposer shall also submit a schedule of hourly fees for all personnel assigned to this engagement and the amount of time anticipated to be expended by each person by task.

7.2 Clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must provide a guarantee that no additional fees will be charged to the City of Albany without prior written consent by the City.

SECTION 8: CONTRACT

8.1 The selected proposer(s) will be required to execute a contract with the City of Albany. A sample City of Albany Professional Services Agreement is available upon request.

SECTION 9: PROPOSAL EVALUATION

- 9.1 Proposals shall remain valid until the execution of a contract by the City of Albany or September 30, 2012, whichever comes first.
- 9.2 Proposals shall be examined and evaluated by the City of Albany to determine whether each proposal meets the requirements of this RFP. A recommendation will be made for a contract award based on the following criteria:
- * Proposer's demonstrated capabilities, professional qualifications, and related experience.
 - * The wherewithal of the proposer(s) to render the requested services to the City in a timely fashion.
 - * Total proposed cost.
 - * Completeness of the proposal.
- 9.3 The selection of a proposal will not be based solely on a monetary evaluation. There will also be an evaluation of each proposer's understanding of the work required and approach to this project with considerable weight being given to experience in the areas required and the track record of each proposer.

SECTION 10: ALTERNATIVES

- 10.1 Proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternative matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

- 11.1 The selected proposer will be required to defend, indemnify, and save harmless the City of Albany, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

SECTION 12: RFP CLARIFICATION

- 12.1 All inquiries with respect to this Request for Proposals shall be directed to William E. Trudeau Jr., Coordinator of Traffic Engineering, City of Albany Traffic Engineering Unit at the following address:

City of Albany
Police Department
Traffic Engineering Unit
10 N. Enterprise Drive
Albany, New York 12204
Tel.: (518) 434-5791
Fax: (518) 434-4315

Or email to: wtrudeau@albany-ny.org

- 12.2 All questions about the meaning or intent of the specifications shall be submitted in writing to the individual referenced in Section 12.1 above. Replies will be issued by addenda mailed (via U.S. postal service, personal delivery, or e-mail) to the party submitting the inquiry(ies) and all questions and answers will be posted on the City's website at

<http://www.albanyny.org/home.aspx>. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda and posted on the City's website will be binding. Oral or other interpretations or clarifications will be without legal effect.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 13.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- 13.2 If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its proposal, that proposer may withdraw its proposal. Thereafter, that proposer may be disqualified from further proposal on the work.

SECTION 14: INSURANCE AND SECURITY REQUIREMENTS

- 14.1 The selected proposer will be required to procure and maintain at its own expense the following insurance coverage:
- (a) **Workers' Compensation and Employer's Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
 - (b) **General Liability Insurance:** A policy or policies of comprehensive general liability insurance with limits of not less than three million dollars (\$3,000,000.00) per occurrence.
 - (c) **Errors and Omissions Insurance:** A policy or policies of errors and omissions insurance. Said insurance must be issued by an insurer licensed to do business in the State of New York and must have an A.M. Best rating of not less than "A".
 - (d) **Automobile Liability Insurance:** A policy or policies with limits of not less than \$1,000,000 for each accident because of bodily injury, sickness, or disease, including death at any time, resulting there from, sustained by any person caused by accident; and a policy or policies with limits of not less than \$1,000,000 for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobiles.
 - (e) **Professional Liability Insurance:** A policy or policies with limits of not less than \$1,000,000.
- 14.2 Each policy of insurance required shall be in form and content satisfactory to the City of Albany, and shall provide that:
- (a) The City of Albany is named as an additional insured on a primary and non-contributing basis.
 - (b) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the City of Albany.
 - (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Albany is given sixty (60) days written notice to the contrary.
- 14.3 No work shall commence under the contract until the selected proposer has delivered to the City of Albany or its designee proof of issuance of all policies of insurance required by the Contract to be procured by the selected proposer. If at any time, any of said policies shall be or become unsatisfactory to the City, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the City for approval. Upon failure of the selected proposer to

furnish, deliver, and maintain such insurance as above provided, the contract may, at the election of the City, be declared suspended, discontinued or terminated. Failure of the selected proposer to procure and maintain any required insurance shall not relieve the selected proposer from any liability under the contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected proposer concerning indemnification.

SECTION 15: NON-COLLUSIVE PROPOSAL CERTIFICATE & ACKNOWLEDGMENT

- 15.1 Each proposer shall complete and submit with its, his, or her proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the two (2) pages that follow this page.

NON-COLLUSIVE PROPOSAL CERTIFICATE

PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(name and title)
(printed name and title)

(name of firm)

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she/they severally acknowledged to me that he/she/they executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____