

Attachment A
City of Falls Church
Transportation Planning & Engineering Services

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I. BACKGROUND & PURPOSE

The City of Falls Church (“City”) is soliciting proposals from qualified professional firms to provide Transportation Planning and Engineering Services on an as-needed basis for the following categories:

- **Group 1** – Basic Transportation Planning and Engineering Services (Typical transportation planning and engineering tasks)
- **Group 2** – Comprehensive Transportation Planning and Engineering Services (Complex transportation related tasks requiring input from various engineering disciplines)

Each Offeror may submit a maximum of one proposal; offerors must choose the group for which they are submitting a proposal, either Group 1 or Group 2.

The City of Falls Church is a high-density, urban jurisdiction with a population of 14,000 people located six (6) miles outside of Washington DC. Transportation Planning and Engineering Services are used regularly by the City in support of a variety of critical projects, including those that are grant-funded.

Offerors are advised that the City will utilize awarded contracts under this solicitation for its federally-funded grant project requirements. VDOT has established a 12% DBE goal for engineering consultant services, applicable to the aggregate work done by each firm during each contract term.

II. SCOPE OF WORK

BOTH GROUPS 1 & 2

Offerors shall, from time to time, furnish all labor and resources to perform and provide professional transportation planning and engineering services, to include, but not limited to: evaluations, investigations, inspections, analysis, measurements, recommendations, cost and time estimates, testing, reports, studies, design, preparation of documents (including construction plans, as-builts, and permit applications), and project management with an emphasis on multimodal urban design within limited right-of way.

Such work will be individually assigned by task order at the sole discretion of the City. For each project, the City shall discuss the nature and scope of the project/task order with the Offeror. The Offeror shall then furnish a Task Order Proposal in writing to the City’s designee, for the City’s review and approval, with a detailed scope of work, detailed cost estimate (including subconsultant fees), Quality Control Plan, and estimated time for completion (schedule). The Task Order Proposal shall identify qualified staff who will personally perform the requested services and who will provide Quality Assurance/Quality Control (*See Standard T&Cs Section 15 “Task Order Proposals” for additional details and Section 12 for invoicing requirements.*)

Offerors shall be familiar with the most current editions of Federal, State, and local design guidelines including, but not limited to:

- AASHTO – A Policy on Geometric Design of Highways and Streets (Green Book)
- AASHTO – Guide for the Development of Bicycle Facilities
- AASHTO – Guide for the Planning, Design and Operation of Pedestrian Facilities
- NACTO – Urban Street Design Guide
- NACTO – Urban Bikeway Design Guide
- NACTO – Urban Street Stormwater Guide
- Best Practices and Guidelines as contained in the U.S. Access Board *Public Right of Way Accessibility Guidelines* (PROWAG), including Supplemental Notice(s)

- FHWA – Manual on Uniform Traffic Control Devices (MUTCD)
- VDOT – Materials Division Manual of Instructions (MOI)
- VDOT – Pavement Design Guide for Subdivision and Secondary Roads in Virginia
- VDOT – Road Design Manual
- VDOT – Road and Bridge Standards
- VDOT – Road and Bridge Specifications
- VDOT – Work Area Protection Manual (WAPM), including the Virginia supplement
- VDOT – Location & Design Division Instructional and Informational Memoranda;
- VDOT – Work Zone Pedestrian and Bicycle Guidance
- Virginia DEQ Erosion and Sediment Control [E&S] Handbook
- City of Falls Church Tree & Landscape Specifications
- City of Falls Church Standard Details
- City of Falls Church Streetscape Design Standards for Commercial Streets

Offerors shall comply with current accessible design standards, such as ADAAG (Americans with Disability Act Accessibility Guidelines), Section 504 of the Rehabilitations Act of 1973, and PROWAG, and should consider all classes of users of the path of travel.

GROUP 1 – Basic Transportation Planning and Engineering Services

(Typical transportation planning and engineering tasks)

Group 1 covers services for transportation studies and small projects. However, the City may assign tasks to contracts awarded under this service group for projects of any size and/or estimated cost, at its own discretion and as it deems in the City's best interests.

Services sought under this service group will be typically smaller in scope than Group 2. Group 1 firms are expected to provide streamlined services and creative solutions. Projects will typically be financed through local or state funds, but may include funding from federal grant sources. Listed below are **examples** of the types of services that may be requested under contracts awarded for this service group.

1. **Neighborhood Traffic Calming:** Scope may include curb extensions, accessible curb ramps, crosswalks, new warning signs, speed humps and other heavy solutions to decrease vehicular speeds and improve pedestrian visibility.
2. **Transportation Demand Management Study:** Scope would include evaluating existing travel patterns and potential TDM strategies for a specific geographic location.
3. **Survey Work:** Scope would include title searches for affected properties in a specific area, topographic survey to include property lines, curb and gutter, sidewalk, pavement and/or utilities. May include specific elements such as stormwater and/or sanitary sewer pipe locations and elevations, inlets and basins, and trees.

Group 1 services may include but are not limited to the following (not listed in any particular order of priority):

Engineering Design

1. Design of transportation facilities including intersections, curb ramps, sidewalks, crosswalks, bikeways, trails/pathways, on- and off-street parking, and associated traffic control devices.
2. Design and evaluation of traffic calming elements such as speed tables, speed bumps, chicanes, lane narrowing, and curb extensions.
3. Analysis and design of drainage facilities impacted by transportation improvements.
4. Concept design including project feasibility and project alternatives.

5. Traffic signal design, phasing analysis, and timing.
6. Photometric analysis.
7. Preparation of plans for project sequencing, scheduling, staging, and maintenance of traffic, in compliance with the latest edition of the Virginia WAPM.
8. Preparation of CADD drawings and/or 3-D renderings which may include details, specifications, as-builts and presentation materials. The Offeror may be given reference materials by the City or expected to conduct their own measurements, surveys, and field visits as needed.
9. Preparation of Project Construction Documents for bid including plans, technical specifications, unit pricing sheets, and other documents necessary to solicit bids and proposals for project construction consistent with State and local policies and practices.
10. Cost estimation and value engineering analysis including operating and maintenance costs.

Data Analysis and Reporting

1. Data collection of traffic volumes, parking occupancy, non-auto mode usage, trip origin-destination, trip generation and travel speeds
2. School Zone safety studies
3. Warrant studies for traffic signals and all-way stop sign control
4. Analysis of compliance rates with traffic control devices
5. Transportation Demand Management recommendations
6. Technical memoranda or reports on other general data analysis and recommendations

GROUP 2 – Comprehensive Transportation Planning and Engineering Services

(Complex transportation tasks requiring input from various disciplines)

The scope of work for Group 2 covers all services listed above in Group 1 but includes additional services for complex projects and tasks. Such planning and engineering services will primarily be related to projects identified within the City's Capital Improvements Projects Plan. Projects will typically include some funding from state and/or federal grant sources.

Task orders assigned to contracts awarded under this service group will generally have more complexity due to the scope, funding source requirements, and/or project impact area and will typically require a larger suite of services. However, the City may assign tasks to contracts awarded under this service group for any project at its own discretion and as it deems in the City's best interests.

In past years, the City has initiated several significant transportation projects requiring a comprehensive suite of planning and engineering services. Several of these projects are listed below as **examples** of the types of services that may be requested under contracts awarded for this service group.

- **Multimodal Plaza and Transportation Improvements at South Washington Street and Hillwood Avenue:** Scope includes a removal of a free right lane, installation of bus shelters, streetscape, new signals, crosswalks, curb ramps, and rain gardens. Approximate construction cost: \$5.5MIL
- **Washington and Columbia Intersection Improvements:** The scope of this project involves the design and installation of new traffic signal facilities with mast arms, street lighting poles, signal poles, pedestrian signals, high-visibility crosswalks, and ADA-compliant crossings. Approximate construction costs: \$1MIL
- **Broad Street Hawk Signals:** Scope of work includes the installation of button-activated traffic control devices, High-Intensity Activated Crosswalk (HAWK) beacon traffic signals.

Modifications of curb ramps, sidewalks, and pavement markings. Approximate construction cost: \$537K

- **Oak Street Bridge:** Scope of work consists of the replacement of steel beams, concrete deck, and the installation of timber blocking. Approximate construction cost: \$1.4 MIL

Group 2 services may include but are not limited to the following (not listed in any particular order of priority):

A. Engineering Design

Scope includes all Engineering Design services listed in Group 1.

B. Data Analysis and Reporting

Scope includes all Data Analysis and Reporting services listed in Group 1.

C. Comprehensive Engineering Design

1. Signal pole and pole foundation design including as needed geotechnical investigation and structural engineering
2. Retaining wall design including as needed geotechnical investigation and structural engineering
3. Landscape architecture including alternatives for materials, aesthetic treatments, and focus on urban design
4. Structural design for light pole and signal pole foundations where standard foundations cannot be used
5. Design related to pedestrian/bicycle facilities
6. Coordination with utility agencies and owners to prepare necessary submittals, permits, and documents for utility relocation, undergrounding, and abandonment as necessary for project.
7. Utility relocation and undergrounding design work. Includes studies, impacts analysis, and cost estimation. Includes field testing such as test pits and the interpretation of field and laboratory data to perform design, make recommendations, and perform alternatives analysis
8. Design for utility undergrounding
9. Storm drain and drainage design
10. Stormwater management design
11. Erosion/Sediment Control Plan Design
12. Structural engineering services as necessary to design, investigate, and evaluate specialized inlet structures, vaults, bridges, culverts, retaining walls, and similar structures
13. Irrigation design
14. Lighting design including but not limited to street lighting, intersection lighting, lighting to improve safety and visibility, park lighting, landscape lighting, and decorative lighting such as uplighting
15. Arborist services including, but not limited to, identification and analysis of trees within work zones; this may include recommendations for tree protection during construction and recommendation for tree removals; development of tree protection plans; recommendations for planting pallets
16. Geotechnical design services for bridge foundations, piles, pavement detail design, stormwater management facilities, dewatering, excavation, and other site development and construction requirements. Interpretation of geotechnical field tests and laboratory tests to develop geotechnical recommendations

17. Geotechnical testing services. Geotechnical testing may include both field exploration and laboratory testing such as Moisture Content, classification, and California Bearing Ratio (“CBR”). May include geotechnical services related to SWM/BMP for level II design.
18. Stormwater Best Management Practices (“BMP”) design for specific projects.
19. Preparation of Project Construction Documents for bid including plans, technical specifications, unit pricing sheets, and other documents necessary to solicit bids and proposals for project construction consistent with Federal, State, and local policies and practices
20. Support during and after construction including but not limited to: review of submittals, construction stakeout, design services, field investigations, attending preconstruction meetings, schedule analysis, and conflict/change order resolution

Permits and Regulations

1. Studies and audits to determine compliance with local, State, and Federal regulations; this may include overall project compliance or compliance of specific items such as but not limited to materials compliance (Buy America)
2. Determine permits needed, apply for permits, and receive approved permits as necessary for the prosecution of work within other agency jurisdictions; this may involve agencies at the local, State and Federal level; may include but is not limited to the NEPA permit process
3. Coordination with local, State, and Federal agencies to determine project jurisdiction, roles and responsibilities, and develop necessary documents such as but not limited to permits, Memorandums of Understanding, Project Agreements, Funding Agreements
4. Environmental testing and monitoring including hazardous materials surveys such as contaminated soil and lead paint
5. Preparation of Stormwater Pollution Prevention Plans (SWPPP) and BMP/SWM design.

Right of Way and Easement Acquisition Services

1. Easement acquisition services including title services, easement valuation, compensation estimation, negotiations with property owners, closing services, and deed recordation
2. “Turnkey” easement acquisition services and documentation per Federal regulations and guidelines from easement assessment and compensation estimation to closing and deed recordation
3. Creation of plats and right of way plans for use in easement acquisition including necessary survey work to develop these documents. May include developing legal descriptions of easements

D. Construction Administration and Support Services

Services requested under this scope of work are limited to support and advisory roles during design and construction, intended to assist the City’s Project Manager.

1. Provide project design review including assessing project plans and specifications for constructability. Provide cost estimation services or review. Provide project scheduling services, reviews, and recommendations.
2. Provide overall project management during advertisement, award, and/or construction phase and oversee coordination between project team members including designers,

engineers, contractors, inspectors, permitting agencies, utility companies, and City staff.

3. Respond to Contractors' Requests for Information (RFIs) as needed.
4. Perform duties in compliance with and monitor contractor adherence to Federal, State, and local policies, procedures, guidelines, standards and regulations.
5. Provide up-to-date cash flow reports, budget reports, and forecasts as necessary with assistance from City staff. Provide support to the City in making progress payments to contractor which may include invoice review, monthly reports, and/or recommendations.
6. Review contractor submittals including material tickets, invoices, Safety Plan, Maintenance of Traffic Plans, and shop drawings.

G. Construction Engineering Inspections ("CEI") and Testing Services

1. Conduct inspections and keep detailed records to monitor the contractor's compliance with plans and specifications.
2. Monitor and manage project progress including contractor's compliance with plans and specifications, scheduling and coordinating necessary inspections, progress meetings, and progress reports. Proactively manage construction progress and identify issues and provide recommended solutions before they become the basis for contractor claims.
3. Review contractor schedule to ensure it complies with the schedule specification of the contract. Provide recommendations to increase efficiency and coordinate with contractors to approve acceptable schedules and resolve disputes.
4. Manage, and maintain regular progress reports and regulatory progress reports which may include requirements for certified payrolls, labor code compliance, affirmative action, Buy America, Wage Rate Requirement Testing and related requirements.
5. Evaluate change orders including costs and schedule impacts, provide cost estimation services to validate contractor's change order proposals, and propose changes to construction contract and cost estimate as necessary. Coordinate with other project team members, City Staff, VDOT, and other State and Federal agencies as needed.
6. Conduct project closeout in accordance with Federal, State, and local policies and procedures including as-builts, final punch-list inspections, and meeting final documentation requirements for administrative closeout including necessary grant documents.
7. Maintain organized project records including as-builts, photographs, invoices, submittals, shop drawings, and contract documents. This may include documentation requirements for grant funding.
8. Provide quality assurance/quality control (QAQC) including verification of quantities, inspection of materials, and verification of work performed or materials installed including all necessary testing as specified in contract documents. This may include geotechnical testing.
9. Maintain organized project records including, but not limited to, materials tickets, testing results, monitoring data, daily logs, as-builts, and contract documents. This may include documentation requirements for grant funding including Buy America.
10. Provide full suite of utility locating services, from record research (Quality Level D) to "test pits" (Quality Level A). Utility locating services should include locating both the top of utility as well as the width, as needed per project. Measurements shall be taken from a benchmark, not top of pavement, and include GPS location. Survey quality utility locating services may be requested, requiring precise horizontal and vertical location data.
11. Geotechnical testing services as needed during construction.

12. Performance of field and laboratory tests necessary to characterize the type, texture, gradation, shear strength, bearing capacity, compaction requirements, infiltration rates, and other soil parameters.

GENERAL SCOPE OF WORK

The following scope of work items apply to **Offerors in both Groups 1 and 2:**

Project Coordination and Support

1. Meetings

Participate and/or lead meetings throughout all project phases including, but not limited to, kick-off meetings, pre-bid/proposal meetings, site visits, pre-construction meetings, construction meetings, field meetings, public engagement meetings, and/or progress meetings.

2. Construction Document Support Services

Prepare bid documents, construction documents, cost estimates, engineer's estimates, exhibits, drawings, and reports as necessary to prepare a project for advertisement and bid. Obtain necessary permits and documents from local, State and Federal agencies as required.

3. Technical Support

Provide technical support, evaluation, and recommendations throughout all project phases including, but not limited to, responding to questions during an Invitation for Bid (IFB) or Request for Proposal (RFP) process, responding to a Request for Information (RFI), and assisting in evaluation of bids, proposals, cost estimates, and/or change orders.

4. Plan Review

Provide plan review services. This may include, but is not limited to, site plan review, review of plans submitted by other agencies to the City, and review of plans by other consultants contracted by the City. This shall include uploading project plans and documentation to VDOT systems as required for grant-funded projects.

5. Prepare Justification Documents for VDOT

For VDOT and federal grant-funded projects, provide services as needed following receipt of bids. When construction bid amount vary from Engineer's Estimate, prepare line by line justification as required by VDOT.

6. Coordination with Others

Coordinate as needed with others involved in a project which may include but is not limited to: utility companies, other government agencies, design contractors, environmental assessment contractors, construction managers, commissioning agents, maintenance contractors, and construction contractors during all project phases including design phases, construction, and/or post construction/close out. Provide technical interpretations and support, plans and specifications reviews, design recommendations, troubleshooting, assistance addressing issues in the field, and/or other support as needed. Organize and conduct meetings as needed or as directed.

7. Public Engagement

Provide public engagement meeting support as needed which may include but is not limited to: participation in public meetings, leading public meetings, and responding to public concerns and complaints. Preparation of public engagement materials such as

project yard signs with graphics, maps, renderings, plans, drawings, PowerPoint presentations, agendas, and printed handouts, .

8. Claims

Provide claims support including but not limited to: technical support, negotiation, evaluations, recommendation, and providing as-needed project documentation.

Progress Reports

1. Monthly Reports

Unless otherwise directed, the Offeror shall be required to communicate on a monthly basis with the City to discuss progress, timeline, and the status of open tasks. Meeting requirements will be at the discretion of the City's assigned Project Manager and may be in person, by phone or by video conference, or via an electronically submitted status report.

2. Project Progress

The Offeror may be tasked to participate in project progress meetings at all phases of the project: design, advertise/award, construction, and post-construction and provide technical input, evaluation, and coordination with other agencies, utility companies, and the City as necessary. The Offeror may not necessarily need to be the lead entity, but may be asked to provide input, evaluation, and recommendation. Frequency of progress meetings should be determined in the proposal of each task.

3. DBE Reporting

For all federally-funded tasks issued during each contract term, the Offeror shall submit DBE reports to the City and/or VDOT (or other funding agencies) as required.

GENERAL REQUIREMENTS

The following requirements apply to **Offerors in both Groups 1 & 2:**

A. General

1. Provide quality assurance/quality control (QAQC) including verification of quantities, inspection of materials, and verification of work performed or materials installed including all necessary testing as specified in contract documents. This may include geotechnical testing.
2. Assess and provide recommendations on issues that arise before or during construction including field design modifications.
3. Maintain organized project records including, but not limited to, materials tickets, testing results, monitoring data, daily logs, as-builts, and contract documents. This may include documentation requirements for grant funding including Buy America.
4. Provide full suite of utility locating services, from record research (Quality Level D) to "test pits" (Quality Level A). Utility locating services should include locating both the top of utility as well as the width, as needed per project. Measurements shall be taken from a benchmark, not top of pavement, and include GPS location. Survey quality utility locating services may be requested, requiring precise horizontal and vertical location data.
5. Geotechnical testing should include both field exploration such as Standard Penetration Testing and laboratory testing such as Moisture Content, classification, and California Bearing Ratio.
6. Pavement detail design.

7. Provision of GIS data in format(s) as acceptable to the City (Shapefiles or Geodatabase) to reflect changes to infrastructure, utility siting or elevations.
8. Performance of field and laboratory tests necessary to characterize the type, texture, gradation, shear strength, bearing capacity, compaction requirements, infiltration rates, and other soil parameters.
9. Qualified Staff

The Offeror must be of high ethical and professional standing; employees of the firm with oversight responsibility must be registered professional engineers in their state of residence as well as registered professional engineers in the Commonwealth of Virginia. The Offeror is expected to have qualified staff or make arrangements with partners or subconsultants to meet service requirements throughout the duration of the contract. The Offeror shall use qualified staff to perform the work and quality assurance/quality control. The staff assigned to each task order by the Offeror shall be submitted as part of proposals and shall be approved at the discretion of the City.

2. Schedule

The City will require a schedule be provided with the proposal for most tasks. The Offeror shall provide a schedule commensurate with the complexity of the task illustrating measureable milestones. Failure to achieve the proposed schedule may be cause for the City to terminate the task and/or contract, and may affect the award of future tasks.

Documents

1. Quality

All plans and specifications developed shall be at a level of quality for inclusion in Invitations for Bid (IFBs) and/or Request for Proposals (RFPs), unless otherwise directed by the City.

2. Specifications Format

Unless otherwise directed, VDOT or other commonly used State and Federal specifications should be utilized and incorporated by reference as applicable. City Standard specifications shall be utilized as applicable.

3. Format of Deliverables

Plans shall be developed in a computerized format (current release of AutoCAD), as well as GIS, PDFs and As-BUILTs. Written documents shall be in a computerized format compatible with the version of Microsoft Office currently used by the City unless otherwise specified. The Offeror may be asked to provide hard copies of plans, specifications, reports, and other documents including full size (24" x 36") plan sheets. The Offeror may be asked to assist in document preparation to assist in a procurement process, meeting, or public event.

4. Engineer's Estimates

The Engineer's Estimate shall include line items for every aspect of the Project; the construction portion of the estimate shall be in a detailed work breakdown structure (WBS). Estimates will be needed both for construction and for the overall project, to include appropriate overheads and a percentage of contingency based on project experience.

Quality Assurance and Quality Control

The Offeror shall implement the following Quality Control procedures:

1. Quality Assurance Reviews

The Offeror shall conduct quality assurance reviews on all project submittals in accordance with the requirements cited in this RFP and the Offeror's approved Quality Control Plan. Reviews shall be conducted to evaluate the adequacy of technical decisions, materials, documentation, processes, procedures, guidance, and staffing included in the execution of tasks.

2. Quality Control Plan

Within fourteen (14) calendar days of Contract Award, the Offeror shall furnish a Quality Assurance / Quality Control (QA/QC) Plan to the City. The Plan shall detail the procedures, evaluation criteria, and the names of key staff who will fill each role as identified. It shall further specify how the Offeror's organization will assure conformance with the contract and tasks to be assigned under the contract.

No tasks shall be assigned until the Offeror's QA/QC Plan is approved by the City. Such QA/QC Plan is understood and agreed to be part of any task assigned by the City under this contract. It shall be the responsibility of the Offeror to update the QA/QC Plan to keep it current and relevant to the work City's requirements.

The Offeror's QA/QC Plan shall demonstrate how all design efforts are to be checked, revised, and rechecked on a continual basis throughout the plan production schedule.

Offeror peer review of the plans and calculations are required, and the results of such review must be indicated on these documents prior to submittal to the City. The names of the designers and reviewers shall be included on the technical reports, calculations, and plans sheets. A statement that such peer review has been accomplished is to be furnished to the City as part of each submittal. Peer review shall also be a continuing process to address problem areas and help accelerate design decisions to minimize delays to production.

The QA/QC plan shall include, at minimum, the following components:

- a) Organization - Describe the Offeror's Quality Control staff and their functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities shall be detailed, as well as the names and qualifications of personnel.
- b) Quality Control Reviews - Detail methods used to monitor and assure compliance of its organization with the contract requirements.
- c) Proposed Quality Assurance Records - List the types of records that shall be generated and maintained by the Offeror during the execution of its Quality Control Program.
- d) Schedule - When preparing schedules for task proposals, the Offeror shall allow sufficient time to complete the Quality Control procedure for each milestone submittal.
- e) Records - With each milestone submittal to the City, the Offeror shall include review comments with responses.
- f) Control of Subcontractors and Vendors - Detail the methods to be used by the Offeror to control the quality of services of its subcontractors and vendors.
- g) Quality Assurance Certification - A qualified member of the Offeror's firm shall be required to certify that each submittal, plans, reports, etcetera have been prepared

and checked in accordance with good engineering, construction management, and/or surveying practices and represent quality products.

- h) Monthly Report - Report on quality assurance effort as part of the Offeror's regular monthly progress reports.
7. Quality Assurance Records

The Offeror shall maintain adequate records of the quality assurance actions performed by its organization, including its subconsultants and vendors, in providing services and products under this contract. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the City upon request throughout the life of the contract.

III. PROPOSAL SUBMITTAL GUIDELINES

PROPOSAL FORMAT

All Offerors are required to submit the following as a complete proposal, organized in the prescribed format and with careful attention to page limitations, in the order listed. One (1) page is defined as one side of a page, **not** front and back of one page.

NOTE: Section 6 is optional and may be left blank at the discretion of the Offeror.

NO RATES OR FEE SCHEDULES ARE TO BE PROVIDED WITH THE INITIAL PROPOSAL SUBMITTAL.

Title Page

Include RFP number, RFP name, group number and title (Group 1 or Group 2), name of Offeror, address, telephone number, and date of preparation. Provide name, telephone number, and email address of person to contact regarding proposal questions or issues.

Table of Contents

Indicate the material included in the proposal by section, including all items set forth below. Number all pages and include Offeror's name.

Section 1: Signed Offer & RFP Addenda (No Page Limit)

- a. RFP Cover Page - completed, signed in ink and dated by person authorized to bind the company.
- b. Any RFP Addenda (signed and dated).

Section 2: Executive Summary/Cover Letter (Maximum 2 Pages)

- a. Executive Summary on company letterhead, signed by a person with the legal authority to enter into contracts.
- b. A brief history of the firm, including number of years in business and current size. State the location of the office from which the work is to be performed. Identify any other business names, including DBAs used by firm within the past ten (10) years, if applicable.
- c. Offeror's understanding of services sought through this RFP and service group and a description of the Offeror's underlying philosophy and approach to providing the services.

Section 3: Qualifications & Credentials (Maximum 4 Pages)

- a. **Offeror's Qualifications** - Describe Offeror's qualifications and ability to fulfill the work required, documented success and direct experience in providing similar services. Include the number of years providing services specific to the subject matter of this RFP, the number of employees (full time and part time), and the employee turnover rate during the last five years. Describe other relevant professional experience.
- b. **Proposed Team** - Identify key personnel and associates (subconsultants and/or partners) including but not limited to those performing the services and involved in the quality assurance/quality control process. Clearly identify project managers who may be responsible for tasks assigned by the City under this contract. Provide names, qualifications, direct work experience, and description of proposed work responsibilities. Resumes and copies of licenses and certifications may be included in the Appendix (Section 9), but not in this section (Section 3).

- c. **Number of Projects and Contracts** - Give a summary of projects/contracts in which the Proposed Team is currently involved. Include dollar amounts, scope of work, role of Proposed Team, and length of contracts.
- d. **Point of Contact** - Identify a primary point of contact (i.e., contract or project manager) who will work with the City during the term of the contract.
- e. **Subconsultants and/or Partners** - Identify all Partners and proposed subconsultants to be engaged by Offeror for any resultant task order. Describe relevant professional experience and capabilities to perform services under this RFP. Describe previous professional experience and history the Offeror has had with the proposed subconsultant and/or Partner. Resumes and copies of licenses and certifications may be included in the Appendix (Section 9) but not in this section (Section 3).
- f. **Organizational chart** - Provide organizational chart with names and positions of staff. Highlight Proposed Team staff members, and include Partner Firm(s) and/or Subconsultant(s).

Section 4: Table of Information (No Page Limit)

Include and complete the Table of Information per instructions below for the relevant Scope of Work.

- a. **Transportation Planning and Engineering:** The following applies to proposals for the Transportation Planning and Engineering Scope of Work, Groups 1 and 2. The Offeror shall show how they propose to deliver **each service task** identified in Attachment C, *Transportation Planning and Engineering Detailed Scope of Work*, under the relevant service group. Specify if the service task will be delivered by an in house member(s) of the Proposed Team, by subconsultants, by Partner firms, or by both. Below is a **sample** of how the table should be filled out (*Sample below is partial scope for the Transportation Planning and Engineering Group 1 Service Category*).

Task/Scope Element (Scope Reference #)	In-house Staff (Name, Certification, Title)	Subconsultant (Licenses and/or Certifications)
Design of transportation facilities including intersections, curb ramps, sidewalks, bike lanes, on- and off-street parking, and associated traffic control devices. (A1)	Jane Doe, P.E. Associate Director	
Design and evaluation of traffic calming elements such as speed tables, speed bumps, chicanes, lane narrowing, and curb extensions. (A2)	Jane Doe, P.E. Associate Director John Smith, P.E. Transportation Engineer	ACME Engineering (Traffic Engineering)
Analysis and design of drainage facilities impacted by transportation improvements. (A3)		ABC Engineers (Stormwater Engineering)

Section 5: Related Project Examples (Maximum 12 Pages)

Provide a brief synopsis of three (3) successful projects undertaken by the Offeror in the last five years which best reflect the Offeror's understanding of the City's needs and services. In selecting examples, the Offeror should consider projects of similar size, scope, and complexity as example projects listed in the relevant Service Category "Detailed Scope of Work" or projects that clearly demonstrate the skills, qualifications, experience, and services sought.

Project Examples for both service groups shall include the following information for each project:

- Name & location of project.
- Project narrative, including:
 - 1) Offeror's project approach in identifying and addressing project risks and challenges; and
 - 2) Best practice or innovative approaches taken to address project budget constraints, increase schedule efficiency, and/or address project-specific goals or challenges.
- Briefly state how the Offeror addressed project challenges similar to those typically encountered on City projects. A few typical challenges are listed below and refer to Attachment B and C for additional insights.
 - 1) Work and design within an urban area – limited Right of Way, Maintenance of Traffic, and maintaining a safe work zone;
 - 2) Public Process/Involvement;
 - 3) Constructability; and
 - 4) Budget and Schedule Constraints.
- Initial budget, final pre-solicitation construction estimate (engineer's estimate), final actual construction cost, total dollar amount of change orders, number and dollar amount of owner-directed change orders, and name of the construction contractor.
- Timeline for the project, identifying key milestones, from concept to completion.
- Key staff, subconsultants, subcontractors, and partners involved.
- OPTIONAL: Offerors may include up to four (4) photos per project in this tab. Additional photos may be included in the Appendix but are limited to a maximum of five (5) pages per project.

Section 6: Additional Considerations – OPTIONAL (Maximum 1 Page)

This optional section is meant to be "open-ended" and allows the Offeror an opportunity to provide additional information to the City about qualifications relevant to the services requested which may include, but are not limited to:

- a. Capability of Offeror to provide prompt service and support, including the ability to meet scheduled deadlines.
- b. Services in addition to those stated in the Scope which the Offeror considers necessary to offer a full range of services.
- c. Recommended best practices and/or innovative approaches to providing services to the City.

Section 7: Quality Assurance / Quality Control (Maximum 2 Pages)

Include a summary of the Offeror's Quality Assurance/Quality Control process including the date adopted, procedures, evaluation criteria, and how the Offeror's organization will assure conformance with the contract and tasks to be assigned under the contract. The Offeror is strongly encouraged to include and reference relevant sample forms and checklists in the Appendix.

Section 8: Client References (Maximum 2 Pages)

- a. Include a minimum of three (3) references for whom the Offeror has performed similar work to that described herein. *Do not include the City of Falls Church as a reference.*
- b. For each reference, describe the services provided, the date of the beginning of the contract, the length of the contract, dollar value of contract, and a contact person (with name, direct telephone number, title and email address).

Section 9: Appendices (No Page Limit)

Offerors may only include documents in the Appendix if referenced in other sections of the Proposal Guidelines. Material in the appendices section is limited to:

1. Resumes and copies of licenses related to Section 3;
2. Additional project photos related to Section 5 with a maximum of 5 pages per project; and
3. Quality Assurance/Quality Control Plan documents including checklists, diagrams, and sample forms related to Section 7.

Section 10: Proprietary Information (No Page Limit)

The City intends to award multiple Contracts based on the terms, conditions and provisions included in this RFP.

Per the VPPA, the Offeror shall not include specific Exceptions at the initial proposal stage.

The City reserves the right to accept, reject and/or negotiate any proposed change(s) in the scope, specifications, terms and conditions, requirements or other provisions of this RFP.

Section 11: Required Forms

Include completed and signed forms as provided in the RFP Attachments:

- a. Form C1 - Authority to Transact Business in Virginia
- b. Form C2 - Company Information
- c. Form C3 – DBE/SWaM Information
- d. Certification Regarding Debarment – Prime Consultant
- e. Certification(s) Regarding Debarment – one form for each proposed Subconsultant firm

IV. DELIVERY OF PROPOSALS

- A. Offerors are limited to one proposal, choosing either Group 1 or Group 2, and may not submit proposals for both Groups.
- B. The Offeror's Name, Group Number and title listed on the cover of each proposal.
- C. Due to the COVID-19 public health emergency, paper, fax, or hand-delivered Proposals **will not be accepted** in response to this solicitation. All Proposals must be

submitted in the form of a **PDF** and **submitted electronically via email** to: jwise@fallschurchva.gov (James Wise, Purchasing Agent)

with a copy to kbattle@fallschurchva.gov

- D. The files shall be converted PDF Letter (8 ½" x 11") paper size, with type no smaller than 11 point Arial or equivalent font size.
- E. If the Proposal contains proprietary or confidential information in accordance with RFP Section XX Trade Secrets or Proprietary Information, the Offeror shall also submit a second, redacted version of the searchable, indexed PDF. The file name of the PDF(s) shall include the RFP number, Firm's name, date of Proposal, service group number and title, redacted SCC ID if applicable. Proposals should provide straightforward and concise responses to requests for information and descriptions of qualifications and capabilities.
- F. In preparing proposals, Offerors should consider the items included in Section II *General Scope of Work*, Section V *Criteria for Proposal Evaluation*, and Attachments B or C *Detailed Scope of Work* (for the applicable Service Category).
- G. Proposals must be signed by an authorized representative of the Offeror. The Offer's signature on the RFP cover page certifies that:
- (a) The proposal, as submitted, complies with all provisions, requirements, terms and conditions and instructions as set forth in this RFP.
 - (b) In the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
 - (c) The firm submitting the proposal is registered to do business in the Commonwealth of Virginia and currently holds all required and applicable licenses and/or permits.
- H. Exceptions shall not be proposed by the Offeror until after the Offeror has been notified by the City and ranked for negotiations.
- I. The City reserves the right to accept or reject all or any part of proposals, waive minor technicalities/informalities and award the contract to the most qualified and best suited Offeror(s) to best serve the interests of the City.
- J. Failure to submit all information requested may result in the City Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion.
- K. Oral proposals or proposals delivered by means such as facsimile or embedded in e-mail text are not allowed; proposals so delivered will not be considered.
- L. **Questions regarding this solicitation** must be in writing and received by no later than five (5) business days prior to the RFP closing date. Inquiries received by the Purchasing Agent less than five (5) business days before the date set for the opening of proposals will not be given any consideration. Any material interpretation of a specification, as determined by the Purchasing Agent, will be expressed in the form of an addendum which will be sent to all prospective Offerors and/or posted on the City's

- website (www.fallschurchva.gov/Bids) no later than three (3) days before the date set for receipt of proposals. **Oral answers will not be authoritative.**
- M. **Offerors are solely responsible for checking the City's Website to insure that they have the most current information regarding the RFP, including Addenda.**
- N. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror. Carelessness in quoting business terms or in preparation of the proposal will not relieve the Offeror. Offerors are cautioned to review their proposals for possible error. Errors discovered after negotiation cannot be corrected, and the Offeror will be required to perform if its proposal is accepted.
- O. The City reserves the right to accept or reject any or all proposals, to waive informalities, to reissue any request for proposals, and to award contracts to multiple Offerors.
- P. Under no circumstances shall an Offeror, whose proposal has not been awarded, be entitled to any claim for compensation under this solicitation.
- Q. Conditional proposals are subject to rejection in whole or in part.**

V. CRITERIA FOR PROPOSAL EVALUATION

Proposals shall be evaluated by the City's Selection & Evaluation Committee ("Committee"). Proposals determined not to meet one or more RFP requirements may be excluded from further consideration.

- A. Major factors to be considered in the evaluation include, but shall not necessarily be limited to, the tasks, specifications, and/or requirements outlined in both the General and the Detailed Scopes of Work and the Criteria set forth below. The following factors will be considered by the Committee in the award of a contract:
1. **Qualifications / Credentials of Firm / Proposed Team** - Qualifications of the firm with appropriately qualified, licensed and experienced personnel necessary to perform the work. Resources of the firm and Proposed Team to effectively and efficiently deliver services and meet deadlines. Strength of the resumes of the project manager/point of contact and other staff, partners, proposed subconsultants including licenses and certifications. History of subconsultants and Partners with the Offeror.
 2. **Experience** - Documented experience of the Offeror and key staff in performing similar professional services, project performance, and roles and responsibilities in other contracts/projects. Experience working with municipal governments, especially urban municipalities in the Northern Virginia area. Consideration will be given to firms with experience that best meets the City's needs as outlined in the scope of work.
 3. **Approach / Methodology** - Depth of response and a clearly demonstrated understanding of the services to be provided, the City's needs and work to be performed. Ability of the Offeror to address or identify project challenges and develop solutions. Demonstrated understanding of the City's challenges/needs and capabilities to address them, including community involvement and design in urban areas. Ability to provide services and complete projects.
 4. **Responsiveness** - Capability of the Offeror to provide prompt and responsive services to the City. This may include, but is not limited to, past history of on-time project delivery, best practices, and current workload.
 5. **Quality Assurance Process** - Firm's plan for internal review of work. Extent to which QA/QC process has been in place.
 6. **Proposal Compliance** - The extent to which the proposal meets the requirements of the RFP. Proposed exceptions to contract language, Conditions and Instructions to

Offerors, and scope of work requirements and other sections of the RFP will also be considered.

7. **Reasonableness of Non-Binding Costs** - Although Consulting fees/rates **ARE NOT** to be submitted with the initial proposal, proposed non-binding fees will be requested and considered **ONLY** for those short-listed firms involved in the discussion/negotiation phase of the selection process.

- B. The Committee will evaluate the responses of all Offerors to create a Short List of those deemed responsible and most qualified to perform the work.

The following weighting of criteria will be used for the City's evaluation of all Proposals:

	EVALUATION CRITERIA	# POINTS
1	Qualifications / Credentials of Firm / Proposed Team	20
2	Experience	20
3	Approach / Methodology	25
4	Responsiveness	15
5	Quality Assurance Process	10
6	Proposal Compliance	10
	TOTAL	100

- C. In addition to evaluating the Offeror's proposal as submitted, the City may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Offeror to perform the services required. Such investigations may include:
 - a. Evaluation of the Offeror's fiscal responsibility to include a copy of a current Dunn and Bradstreet "Business Information Report", other equivalent independent study which includes an in-depth analysis of the Offeror's financial position, business overview, products and services, history, executives, etc. (if available), and/or the Offeror's last two audited financial statements;
 - b. On-site visitation to inspect and/or assess the Offeror's physical facilities and other capabilities;
 - c. Documentation that Offeror is licensed under applicable laws of the Commonwealth of Virginia;
 - d. Contract references provided in the proposal as well as others for whom the Offeror has provided services;
 - e. Certification of other Offeror claims provided in the proposal and/or other applicable data.

The Offeror agrees to cooperation and shall furnish to the City all such reasonable information/data and/or access for this purpose as may be requested.

The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the City that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated herein.

VI. PROPOSAL SUBMISSION COVENANTS

The Offeror's signature on the RFP Cover Page covenants and certifies acknowledgement and compliance with the following:

1. Fully Informed

The Offeror acknowledges that they have read this solicitation, understand it, has satisfied itself from its own investigation of the conditions to be met and/or products to be provided, fully understands Offeror's obligation, agrees to be bound by this solicitation's terms and conditions, and will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information. In addition the Offeror has or will provide properly trained employees, staff, subcontractors (if approved by the City), or other personnel; and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations; that in any manner may affect the cost, delivery, progress, or performance of products and/or work proposed and to be provided under this RFP.

2. Collusion

In the preparation and submission of this RFP, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

3. Employees Not to Benefit

a. To the best of the Offeror's knowledge, no City of Falls Church official or employee having official responsibility for the procurement transaction, or member of his or her immediate family (including spouse, parents or children), has received, been promised, directly or indirectly, or will receive any financial benefit, including but not limited to fees, commission, finder's fee, political contribution or any similar form of remuneration, or other financial benefit of more than nominal or minimal value on account of the act of awarding and/or executing this contract.

If such a benefit has been received or will be received, this fact shall be disclosed with the proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.

b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a proposal or contract, and that the contractor has failed to disclose such benefit or has inadequately disclosed it, the City Manager, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.

c. In the event the Offeror has knowledge of benefits as outlined above, this information should be submitted with the proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the Offeror shall address the disclosure of such facts to the City of Falls Church's Purchasing Agent, 300 Park Avenue, Falls Church, VA 22046. Relevant Invitation for RFP Number should be referenced in the disclosure.

4. Licenses and Insurance

The firm submitting the Offer is licensed and registered to do business in the Commonwealth of Virginia and has the current licensing and certification as may be required under this solicitation as of the date of Offeror submission.

If awarded the contract, the Consultant shall have insurance coverages as specified in section entitled "Standard Provisions", sub-section entitled "Insurance" at the time the work commences and shall submit proof of such insurance to the City as stipulated in that section.

5. Ethics In Public Contracting

The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Public Procurement Act as set forth in the Code of Virginia, as amended, pertaining to Offerors, Offerors, contractors, and subcontractors are applicable to this solicitation. By submitting a proposal, the Offeror certifies that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

6. Conflict of Interest

The provisions referenced in the paragraph above entitled "Ethics In Public Contracting" above, supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.

7. Employment Discrimination by Consultant/Contractor Prohibited

During the performance of any resultant contract, the Offeror will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and Section 2.2-4311 of the Virginia Public Procurement Act which provides that:

In every contract over \$10,000.00 the provisions in "a" and "b" below apply:

a. During the performance of this contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

b. The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

8. Drug Free Workplace

In every Contract over \$10,000 the following shall apply:

During the performance of any resultant contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or

marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.