



## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS

RFQ 20-061

For

**CONSULTANT SERVICES –  
GATEWAY GREEN LIGHT (GGL) SIGNAL OPTIMIZATION**

**CMAQ-5414(637)**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking Statement of Qualifications from Professional Service Firms to provide **Consultant Services for Signal Optimization of the Gateway Green Light Project** for the County. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

## INSTRUCTIONS

One [1] signed original, four [4] signed copies, and one [1] digitized copy of the Statement of Qualifications must be received in a sealed envelope plainly marked “**20-061 Consultant Services - Gateway Green Light Program, CMAQ-5414(637)**” with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the statement of qualification must sign it in blue ink.

Statements of Qualifications must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to **7/21/2020 at 2:00 PM**.

St. Charles County reserves the right to accept and/or reject any and all proposals.

## INQUIRIES

Any questions or clarifications concerning this RFQ must be submitted in writing to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
[kmandernach@sccmo.org](mailto:kmandernach@sccmo.org)

**For questions or inquiries concerning the specifications please contact:**

Amanda Brauer, Manager  
St. Charles County Government  
Roads and Traffic Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-3074  
[abrauer@sccmo.org](mailto:abrauer@sccmo.org)

- The RFQ number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **7/10/2020**.
- Any question received after this deadline may not be answered.

## **Prohibited Communication**

***Contact with any representative, other than through the procedure outlined in the section titled “Inquiries”, concerning this request is prohibited PRIOR TO PROPOSAL DUE DATE. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County.***

***Any Offeror engaging in such prohibited communications prior to proposal due date may be disqualified at the sole discretion of St. Charles County.***

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all Qualifications.
- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- The electronic version of this proposal/RFQ is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFQ on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the response must sign all copies, in blue ink.
- Vendors must submit five [5] signed copies of their statement of qualifications; one is to be an original and so marked.
- Prices for services should not be included in submitted responses.
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed submissions received after the designated time of the receipt of the sealed statements will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency of St. Charles County Government for public advertising unless express written permission is granted.
- All firms must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the firm best qualified and capable of performing the desired work, subject to successful contract negotiations.
- **INSURANCE:**

**Errors and Omissions (Professional Liability):** With limits of not less than \$1.0 million per claim/\$2.0 million aggregate covering all services provided by the Contract. Coverage to be written on a claims-made basis.

**Commercial General Liability (CGL):** \$1,000,000/\$3,000,000 including Products/Completed Operations. CGL coverage shall cover all liability arising from premises, operations, independent contractor and personal injury and liability assumed under an insured contract.

**Automobile Liability:** covering liability arising out of the use of any owned, hired, leased or non-owned vehicle in an amount of no less than \$1,000,000 per occurrence.

**Workers Compensation/Employer's Liability:** Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than \$1.0 million.

**Excess Umbrella:** liability with a limit of no less than \$1,000,000 in excess of the above policies.

- All insurance to be written through a company duly authorized to do business in the State of Missouri with an A.M. Best Rating of A-IX or higher.
- The Professional Liability, CGL, Automobile and Umbrella policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.
- A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.
- The required insurance provided by the "Firm" shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.
- A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

### **Certification**

The Firm understands and agrees that by signing the statement of Qualification document, the Firm certifies the following:

The Firm shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Firm's Qualifications document (or subsequent updates). All personnel utilized must be authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Firm is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of St. Charles has reasonable cause to believe that the Firm has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Firm from doing business with the County.

The Firm agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

### **Employment of Unauthorized Aliens Prohibited (*Missouri Revised Statutes Section 285.530*)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity (Firm), the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this Qualification request. Firms may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a Qualification solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Firm, and the Department of Homeland Security - Verification Division***

***The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**Veteran Friendly Employment Policy**

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

\_\_\_\_\_ "YES" our company has a veteran friendly employment policy.

\_\_\_\_\_ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

**Open Records**

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a contract is executed, or all proposals are rejected. If Proposer believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, Proposer must clearly identify what information Proposer believes is so protected and must also clearly identify the legal basis therefor.

RFQ 20-061  
**Consultant Services – Gateway Green Light (GGL) Signal Optimization**  
**CMAQ-5414(637)**

St. Charles County (referred to hereafter as County) seeks a qualified consultant to assist the County in the system operations, maintenances, and management of the Gateway Green Light Program in St. Charles County.

Qualifications are due on **Tuesday, 7/21/2020 at 2:00 p.m.** local time to the following address:

Kurt Mandernach  
Purchasing Manager  
St. Charles County Government  
201 North Second St, Room 541  
St. Charles, MO 63301

Late proposals will be returned unopened. Five (5) copies of the proposal are required, one (1) is to be an original and so marked. **Faxed or emailed proposals will not be accepted.**

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### Section I: Scope of Work

St. Charles County is seeking consultant services for optimization of signals within various corridors throughout the County. The signals have been provided in **Exhibit A**.

The consultant will be responsible for all aspects of work needed to complete the following project requirements:

- Conduct kick-off meeting with maintaining agencies to obtain special requests and considerations;
- Perform thorough field investigation, survey, review & observation of existing corridor conditions;
- Obtain 15-minute turning movement counts for a minimum of eight (8) hours during the weekday and a minimum of four (4) hours on Saturday at each intersection (to be approved by the maintaining agency);
- Obtain seven-day, 24-hour traffic counts for corridors (locations to be approved by maintaining agency);
- Develop signal timing plans as needed (consider an AM, MD, PM, Off-Peak, Saturday MD plans as a minimum);
- Build of Synchro, TruTraffic models for signal systems;
- Perform pre-project travel time runs;
- Review locations with excessive delays;
- Develop signal clearance intervals and pedestrian timing intervals as needed;
- Analyze left turn TOD phasing (FYA) and implementation;
- Prepare a pre-implementation memo including at a minimum Day Plan Schedule, Synchro Timing Report and Time Space Diagram;
- Field implementation of signal timing plans;
- Perform observations following implementation making adjustments as needed;
- Respond to customer service calls regarding complaints and make adjustments as needed;
- Perform post-project travel time runs;

- Complete field observation sheets; and
- Prepare a final report including at a minimum: arterial analysis (arterial travel times, delays, avg. speeds, number of stops, arterial LOS, etc.) and intersection analysis (movement delays, queuing, LOS, etc). Atypical corridor problem movements/locations should also be noted. This report will also identify improvements to the corridor in terms of annual reductions in fuel consumption costs and vehicle pollutant emissions. Short derivation of values obtained must be included, such as formulas used and where obtained.

The consultant will also be responsible for project documentation and submittals associated with a federal aid project including but not limited to field logs and diaries, reimbursement requests, and other submittals as required by MoDOT's local road program.

## **Section II: Qualifications for the Project**

1. **Letter of Interest.** The responding firm must provide a letter of interest for each project of interest. Each letter shall be limited to three pages maximum. This letter should include a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. The letter must include name, phone number, and email address of the person who the County should contact in the event that questions arise regarding the firm's submission.
2. **Qualifications.** Please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.
3. Disadvantage Business Enterprise (DBE) List (DBE Goal 8%)
4. Statement of Qualification (RSMo 8.285 through 8.291)
5. Affidavit of Compliance with the Federal Work Authorization Program
6. E-Verify Memorandum of Understanding (15 CSR 60-15.020)

## **Section III: Evaluation Criteria**

Partners of the Gateway Green Light will evaluate firms based on:

- Past Performance – signal optimization projects of similar size and scope (maximum of 35 points)
- Qualifications of Personnel Assigned – qualities/experience of individual employees to be designated to the various tasks for this specific job (maximum of 25 points)
- Familiarity/Capability – basic technical/engineering knowledge of the corridor(s), suggesting rudimentary traffic control strategies for improvements and offering mitigation strategies for saturated conditions when applicable (maximum of 15 points)

- General Experience of Firm – similar types of signalized corridors of size and volumes and/or related type work of the many tasks of signal optimization (maximum of 15 points)
- Accessibility of Firm and Staff – knowledge/aquaintance of the area and/or previous responsiveness of local needs (maximum of 10 points)

Firms will be evaluated based on satisfaction of scope requirements and deliverables. Remote communication to the Gateway Green Light signal database system is required.

#### **Section IV: Selection Procedures**

Consultants will be selected by St. Charles County and its project partners, which include MoDOT and local jurisdictions, after analysis of all information provided in the proposals. Interviews and presentations will not be required.

This request does not commit the County to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interest of the County to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of the County or its project partners for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals.

The County reserves the right to suggest to any or all respondents to this RFQ that such respondents form into teams or organizations deemed to be advantageous to the County in performing the scope of work. The County will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available.

Respondents have the right to refuse to enter into any suggested relationship.

All proposals submitted hereunder become the exclusive property of the County.

### **Exception Sheet**

If the item(s) and/or services proposed in the response to this Request for Qualifications is in any way different from that contained in this Request for Qualifications, the Firm is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the Firm's offer is in total compliance with all aspects of the proposal or Qualification.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE QUALIFICATION**

**Audit Clause for Contracts**

Examination of Records

The Firm's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, sub-consultant files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The Firm must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Firm is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Firm's operations, obtained during audits, will be kept confidential.

The Firm will require all sub-consultants under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the sub-consultants.

**Firm Information**

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all Qualification terms and conditions)

Date: \_\_\_\_\_

## **AFFIDAVIT OF WORK AUTHORIZATION**

The Firm who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative)  
as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm  
\_\_\_\_\_ (Business Entity Name) is  
enrolled and will continue to participate in the E-Verify federal work authorization program with  
respect to employees hired after enrollment in the program who are proposed to work in connection  
with the services related to contract(s) with the County for the duration of the contract(s), if awarded  
in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_  
\_\_\_\_\_ (Business Entity Name) does not and will not knowingly  
employ a person who is an unauthorized alien in connection with the contracted services provided  
to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands  
that false statements made in this filing are subject to the penalties provided under section  
575.040, RSMo.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Date**

## Exhibit A

### Project

O'Fallon	
<b>Job No:</b>	CMAQ – 5414(637) – GGL – PE Package Signal Optimization
<b>Location:</b>	O'Fallon, MO
<b>Proposed Improvement:</b>	<p>Traffic counts and Optimization for the signals at the following intersections:</p> <p>City of O'Fallon;</p> <ol style="list-style-type: none"> <li>1. 55 – Main Street @ Tom Ginnever</li> <li>2. 57 – Main Street @ St Joseph</li> <li>3. 58 – Main Street @ Third St</li> <li>4. 59 – Main Street @ Elm St</li> <li>5. 60 – Main Street @ Church St</li> <li>6. 61 – Main Street @ Pitman Rd</li> <li>7. 86 – Feise Rd @ Glengate Estates</li> <li>8. 102 – O'Fallon Rd @ Monticello Plaza</li> <li>9. 103 – O'Fallon Rd @ Pedestrian X-ing</li> <li>10. 368 – O'Fallon Rd @ Gutermuth Rd</li> <li>11. 105 – Crusher Dr @ Weldon Spring Rd</li> <li>12. 74 – Mexico Rd @ Mexico Loop Road West</li> <li>13. 73 – Mexico Rd @ South Woodlawn Ave</li> <li>14. 65 – Mexico Rd @ Mexico Loop Road East</li> <li>15. 66 – Mexico Rd @ Sonderen St/ White Oak Ln</li> <li>16. 49 – TR Hughes Blvd @ Cool Springs Ind Dr</li> <li>17. 50 – TR Hughes Blvd @ Wabash Ave</li> <li>18. 51 – TR Hughes Blvd @ Public Works Dr</li> <li>19. 46 – Tom Ginnever @ Fort Zumwalt North HS</li> <li>20. 47 – TR Hughes Blvd @ Tom Ginnever</li> <li>21. 48 – Tom Ginnever @ Saint Matthew Ave</li> <li>22. 69 – Sonderen St @ Sonderen Loop North</li> <li>23. 70 – Veterans Memorial Pkwy @ Sonderen St</li> </ol>
<b>Approximate Project Cost:</b>	\$150,000 CMAQ
<b>Consultant Services Required:</b>	<ul style="list-style-type: none"> <li>▪ Conduct Kick-off meeting with maintaining agencies to obtain special requests and considerations</li> <li>▪ Thorough field investigation, survey, review &amp; observation of existing corridor conditions</li> <li>▪ Perform 15-minute turning movement counts for a minimum of eight (8) hours during the weekday and a minimum of four (4) hours on Saturday at each intersection (to be approved by the maintaining agency)</li> <li>▪ Perform seven-day, 24-hour traffic counts for corridors (locations to be approved by maintaining agency)</li> <li>▪ Signal timing plan development as needed (consider an AM, MD, PM, Off-Peak, Saturday MD plans as a minimum)</li> <li>▪ Building of Synchro, TruTraffic models for signal systems</li> <li>▪ Pre-project travel time runs</li> <li>▪ Review of locations with excessive delays</li> </ul>

<b>Consultant Services Required:</b>	<ul style="list-style-type: none"> <li>▪ Signal clearance interval and pedestrian timings as needed</li> <li>▪ Left turn TOD phasing analysis (FYA) and implementation</li> <li>▪ Prepare a Pre-Implementation Memo including at a minimum Day Plan Schedule, Synchro Timing Report and Time Space Diagram</li> <li>▪ Field implementation of signal timing plans</li> <li>▪ Perform observations following implementation making adjustments as needed</li> <li>▪ Respond to customer service calls regarding complaints and make adjustments as needed</li> <li>▪ Post travel time runs</li> <li>▪ Completion of field observation sheets</li> <li>▪ Final report that includes arterial analysis (arterial travel times, delays, avg. speeds, number of stops, arterial LOS, etc.) and intersection analysis (movement delays, queuing, LOS, etc). Noting atypical corridor problem movements/locations. This report will also identify improvements to the corridor in terms of annual reductions in fuel consumption costs and vehicle pollutant emissions.</li> <li>▪ Short derivation of values obtained must be included, such as formulas used and where obtained</li> <li>▪ Results will be made available to the public.</li> </ul>
<b>Other Comments:</b>	Interviews and presentations will not be required.

**Rating Criteria w/Weighted Values**

General Experience of Firm	15 Points Max
Past Performance	35 Points Max
Qualifications of Personnel Assigned	25 Points Max
Familiarity/Capability	15 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total