



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

RFQ 23-157

For

**CONSULTANT SERVICES –
Countywide Signal Performance Measure Module
CMAQ-7302 (705)**

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

St. Charles County is seeking Statement of Qualifications from Professional Service Firms to provide **Consultant Services for St Charles County Signal Performance Measures Module and Signal Improvements including signal optimization** 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, one [1] signed copy, and one [1] digitized copy of the Statement of Qualifications must be received in a sealed envelope plainly marked “**23-157 Countywide Signal Performance Measures Module, CMAQ 7302 (705)**” 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 **11/13/2023 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

For questions or inquiries concerning the specifications please contact:

Jacob Becher, Manager
St. Charles County Government
Roads and Traffic Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-3074
jbecher@sccmo.org

- The RFQ number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **11/3/2023**.
- 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 QUALIFICATIONS 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 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 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 three [3] signed copies of their statement of qualifications; one is to be an original and so marked, one copy, and one digitized copy [PDF].
- 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.

**CONSULTANT SERVICES –
Countywide Signal Performance Measures Module
CMAQ-7302 (705)**

St. Charles County (referred to hereafter as County) seeks a qualified consultant to assist the County in the design, project management, procurement, and implementation of Automated Traffic Signal Performance Measures (ATSPM) for the Gateway Green Light Program in St. Charles County.

Qualifications are due on **Monday, 11/13/2023 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. Three (3) copies of the proposal are required, one (1) is to be an original and so marked and one copy. Please also provide one digital copy of the proposal in Acrobat Portable Document Format (PDF) on USB. **Faxed or emailed proposals will not be accepted.**

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Section I: Scope of Work

St. Charles County is seeking assistance of a qualified consultant for design, project management, and integration support for Automated Traffic Signal Performance Measures (ATSPM) for traffic signals along various corridors throughout St. Charles County. This is to include design plans, integration assistance, installation of new Advanced Traffic Controllers (ATC) capable of high-resolution data logging, installation of new non-invasive vehicle presence detection systems, new non-invasive advanced vehicle detection systems, and NEMA traffic signal cabinet upgrades. These improvements will work together to generate data for a full suite of automated signal performance measures.

It is also proposed to have a qualified traffic engineer develop traffic signal timing plans following the installation of traffic controllers, detection systems, and cabinet upgrades to ensure the network of intersections are operating at optimum efficiency.

A Statement of Qualifications shall be submitted by firms that have a capable and demonstrable background in the Project Details described herein. Additionally, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

Project Location

The project outlined herein is within the County of St. Charles in the State of Missouri. The following intersections are included in the project (**see Exhibit A**):

1. Arena Pkwy @ Friedens Rd
2. Arena Pkwy @ S. River Rd
3. W. Clay St @ Droste Rd
4. W. Clay St @ Duchesne Dr/ Hawks Nest Dr
5. W. Clay St @ Westbury Dr
6. Harvester Rd @ McClay Rd
7. Harvester Rd @ Queensbrooke Blvd
8. Harvester Rd @ MO 364 NOR (N. St. Peters Pkwy)
9. Harvester Rd @ MO 364 SOR (S. St. Peters Pkwy)
10. Harvester Rd @ Caulks Hill Rd

11. Harvester Rd @ Woodstone Dr
12. Harvester Rd @ Dingledine Rd
13. MO 364 NOR (N. St. Peters Pkwy) @ Woodstone Dr
14. MO 364 SOR (S. St. Peters Pkwy) @ Woodstone Dr
15. St. Peters Howell Rd @ McClay Rd
16. St. Peters Howell Rd @ Toelle Dr
17. Central School Rd @ St. Peters Howell Rd
18. Central School Rd @ Kisker Rd
19. Central School Rd @ Highfield Dr
20. Route N @ Brittany Cove Dr/ Country Ridge Dr
21. Route N @ Cottleville Campus
22. Route N @ Motherhead Rd
23. Town Square Ave @ Cherry Blossom Dr
24. Town Square Ave @ Hanley Rd/ Post Rd
25. Town Square Ave @ Merz Farm Ln
26. MO N/ Hawk Ridge Trail @ South Outer Forty Rd
27. MO N @ Hawk Ridge Trail
28. MO N @ Sommers Rd
29. MO N @ Lake St. Louis Blvd
30. MO 94 @ MO 364 EBOR
31. MO 94 @ Westwood Dr
32. MO 94 @ Wolfrum Rd
33. MO 94 @ O'Fallon Rd
34. MO 94 @ Cedar Glen Dr
35. MO 94 @ Siedentop Rd
36. MO 94 @ I-64 WB
37. MO 94 @ I-64 SOR
38. Cottleville Pkwy @ SCCC SE Entrance
39. Cottleville Pkwy @ SCCC SW Entrance
40. Cottleville Pkwy @ Weiss Rd
41. Cottleville Pkwy/ Knaust Rd @ Birdie Hills Rd
42. Tom Ginnever Ave @ St. Matthew Ave
43. Tom Ginnever Ave @ Fort Zumwalt N. H-S
44. TR Hughes Blvd @ Tom Ginnever Ave
45. TR Hughes Blvd @ Cool Springs Ind. Dr
46. TR Hughes Blvd @ Wabash St
47. TR Hughes Blvd @ Public Works Dr
48. TR Hughes Blvd @ I-70 NOR/ E. Terra Ln
49. TR Hughes Blvd @ I-70
50. TR Hughes Blvd @ I-70 SOR/ Veterans Memorial Pkwy

Exhibit A – Project Location Map



The Consultant will be responsible for all aspects of work needed to complete the project requirements as outlined in the following Project Details, Tasks 1-3. Tasks include but are not limited to the following:

- Design, project management, procurement.
- Construction engineering and inspection.
- Quality of data assurance.
- Integration and implementation support services.
- Submittals as required by MoDOT's local road program.

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.

Integration and implementation support duties may include, but are not limited to, operation and monitoring of the centralized traffic management system and ATSPM module, planned and unplanned response to traffic, controller database management, signal operations and communications troubleshooting, system training, system reporting, timing plans, work zone safety, public outreach, and other staffing and support.

Project Details

Task 1 Project Management

This task includes general project management related tasks including preparation of invoices, budget oversight, project scheduling, and general project coordination. A project kick-off meeting with maintaining agencies to establish project scope, schedule, and deliverables, as well as obtain special requests and considerations is mandatory. Additional progress meetings or calls between St Charles County and the Consultant are expected through the life of the project in order to provide project updates, review alternatives, etc.

Task 2 Roadway Improvements

This task involves design of new, non-invasive vehicle presence detection and advanced vehicle detection systems, as well as removal of existing controllers and cabinet equipment to replace by new ATC controllers and cabinet equipment. These devices will be capable of high-resolution data production and collection needed to support automated signal performance measures reporting. These elements will need to be designed and configured for optimal deployment to produce quality data and work with the ATSPM module.

Task 3 Signal Timing Development and Implementation

The Consultant will implement new signal timing plans once ATSPM Verification, Testing, and Training procedures are complete. The Consultant will provide monitoring and reporting support for the ATSPM module in the evaluation of existing and proposed signal timing plans. The module's reports and tools will allow for greater analysis, which may lead to adjustments during and after implementation of the proposed signal timing plans. The following sub-tasks shall be performed as part of signal timing plan development, implementation, and reporting:

- Perform thorough field investigation, survey, review & observation of existing conditions of the intersections and Mexico Rd corridor.

- Obtain 15-minute turning movement counts for a minimum of eight (8) hours during a typical 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 the corridor (locations to be approved by maintaining agency).
- Develop signal timing plans as needed (consider AM, Midday, PM, Off-Peak, and Saturday Midday plans as a minimum).
- Evaluate yellow change, red clearance, and pedestrian clearance intervals.
- Build of Synchro (latest version) models for signal systems.
- Review locations and movements with excessive delays.
- Analyze left turn TOD phasing (FYA) and implementation.
- Prepare a pre-implementation memo including at a minimum Existing Condition Summary, Day Plan Schedule, Synchro Timing Report and Time Space Diagrams.
- Implement signal timing plans and update of controller databases.
- Perform observations following implementation and make timing adjustments as needed.
- Respond to customer service calls regarding complaints and make adjustments as needed.
- Complete field observation sheets; and
- Prepare a Final Report including 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 data and formulas used and where obtained.

Section II: Qualifications for the Project

1. **Letter of Interest.** The responding firm must provide a letter of interest limited to five 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 up to four pages 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. **Schedule.** Please provide a proposed schedule including project milestones and deliverables limited to one page.
4. Subcontractors List
5. Disadvantage Business Enterprise (DBE) List (DBE Goal 12%). DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm
6. Statement of Qualification (RSMo 8.285 through 8.291)
7. Affidavit of Compliance with the Federal Work Authorization Program
8. 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 – prior delivery of signal optimization projects of similar size and scope within the region (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 traffic operations and analyses, suggesting traffic control strategies for improvements and offering mitigation strategies for saturated conditions on signalized arterial roadways (maximum of 15 points)
- General Experience of Firm – overall firms work in traffic operations, including similar types of projects along signalized corridors of scale and/or related type work of the many tasks of traffic signal timing optimization (maximum of 15 points)

- Accessibility of Firm and Staff – knowledge/aquaintance of the area, staff time availability, and responsiveness to 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 advanced traffic management system is required.

Section IV: Selection Procedures

A consultant will be selected by St. Charles County and its project partners – which includes City of O’Fallon, and City of St. Peters – after analysis of all information provided in the Qualifications. 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 Qualifications.

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 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