

I. SUBMISSION CHECKLIST

Please review submission and ascertain that all applicable forms are complete and additional required documentation is attached. The submission must be signed by an authorized officer of the firm.

1. _____ Transmittal Letter
2. _____ Table of Contents
3. _____ Executive Summary
4. _____ Copy of Joint Venture Agreement (if applicable)
5. _____ Project Flow Chart
6. _____ Detailed Organization Chart
7. _____ Key Personnel (Attach resumes of Key Personnel)
8. _____ Copy of each applicable license
9. _____ Financial Statements
10. _____ Copy of current MBE/WBE certification letter (if applicable)
11. _____ Quality Assurance / Quality Control Plan
12. _____ ATTACHMENT A - General Information
13. _____ ATTACHMENT B - Relevant Experience
14. _____ ATTACHMENT C - Legal Actions (Attach additional information as necessary)
15. _____ ATTACHMENT E - Insurance (Provide proof of Insurance)
16. _____ ATTACHMENT F – Disclosure of Retained Parties

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REQUEST FOR QUALIFICATIONS
TRAFFIC STUDY SERVICES - PS1557
FOR
VARIOUS PROJECT SITES
V. BLANK DOCUMENT

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2. SUBMITTAL REQUIREMENTS

2.1 **RESPONSIVENESS.** Consultant's compliance with all submission requirements.

3. TECHNICAL SUBMISSION: The following documents and responses will be included in the Technical Submission and tabbed as such in the order given below:

3.1 **TRANSMITTAL LETTER:** An individual authorized to legally bind the Respondent must sign the transmittal letter. The person who signs the transmittal letter will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing. The letter must include the Respondent's mailing address, e-mail address, fax number and telephone number.

The Transmittal Letter must identify all firms in the project team composition, as well as must indicate the Respondent is prepared to enter into an agreement in the form being offered. Attachment G – Form of Agreement contains the standard Terms and Conditions of the agreement which are not subject to negotiation.

3.2 **TABLE OF CONTENTS:** The Consultant shall include a table of contents in its Submission. Submissions shall be page numbered sequentially from front to back.

3.3 **EXECUTIVE SUMMARY:** The Consultant must prepare an Executive Summary and overview of the services it is proposing including all of the following information:

3.3.1 Demonstrate that the Consultant has a clear understanding of the services as specified in RFQ, "Nature of Services". Please limit to one page.

3.3.2 Statement of qualifications. Please limit to one page.

3.3.3 Project Approach. Describe your approach to managing a typical project. Please limit to one page.

3.3.4 Provide an organization chart illustrating, the structure of the Consultant's proposed team.

3.3.5 Provide an explanation of how the Respondent satisfies the evaluation criteria. Please limit to one page.

3.3.6 Minority and Women Owned Business Enterprises

The PBC affirmative action requirements are set forth with particularity in Attachment D, "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises". The Respondent is required to make a statement of understanding and commitment to comply with the aforementioned Special Conditions on assigned task orders. The attachment includes various affidavits, certifications and other reporting forms, for the Respondent's review.

3.4 **QUALIFICATION OF THE FIRM(S)**

Describe the Respondent's experience, capabilities and resources, at both the corporate and individual levels, of traffic study services of municipal or education facilities.

3.4.1 Within the last five (5) years, respondents must provide evidence of such service in their Submittals.

Include project name, location, client, total contract amount, day-to-day technical project manager, your firm's primary role on the project, key staff, date completed, brief narrative description for each project identified and described above.

3.5 **PROJECT FLOW CHART**

3.5.1 Provide a flow chart that indicates your proposed management and personnel structure for a typical project.

3.6 **KEY PERSONNEL**

3.6.1 Demonstrate the availability and strengths of personnel and staffing to be dedicated to the services requested.

3.6.2 Provide no less than four (4) resumes of key personnel

3.6.3 Provide a summary list of the individuals for which résumés have been provided, and the years that those individuals have been with their current firms.

3.6.4 Copies of current licenses for the on-staff traffic study consultants, engineers, project managers, and key personnel.

3.7 **FINANCIAL STRENGTH**

The Respondent shall furnish financial statements, such as balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent ability to provide the Services.

3.8 **QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN**

The Respondent must provide a QA/QC Plan, as related to these services.

3.9 **SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTREPRISES**

The PBC affirmative action requirements are set forth with particularity in Attachment D, "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises". The attachment includes various affidavits, certifications and other reporting forms, for the Respondent's review.

3.10 **INSURANCE REQUIREMENTS**

The selected Respondent must maintain the types of insurance coverage described in Attachment F – Insurance Requirements. As such, each submission must be accompanied by written evidence of the Respondent's ability to procure the insurance specified in Attachment F and must include a **Sample certificate of insurance** showing required limits. Indemnification requirements are contained in the Agreement. Indemnification obligations are independent of and unlimited in any manner by the Selected Respondent's insurance coverage. The limits will depend upon the type of activity involved and will be as prescribed by the PBC's Risk Manager. The limits set forth in Attachment F are required by the PBC's intergovernmental agreement with its User Agency client, and are not negotiable.

The PBC reserves the right to require the selected Respondent to furnish a **Sample certificate of insurance** or, if the PBC so requires, certified copies of the original policies of all insurance required by the RFQ. The receipt of any **Sample certificate of insurance** does not constitute agreement by the PBC that the insurance requirements of the RFQ have been fully met, or that the insurance policies indicated on the certificates are in compliance with all requirements of the RFQ. Failure of the PBC to request or obtain certificates or other evidence of insurance from the selected Respondent shall not be deemed to be a waiver by the PBC.

REQUIRED FORMS:

4.1 **ATTACHMENT A – GENERAL INFORMATION**

4.1.1 Copy of Joint Venture Agreement (if applicable).

ATTACHMENT B (Continued)

6. Project Name: _____

Project Location: _____

Role on Project: Prime Subconsultant

Owner: _____

Contact Name: _____

Owner's Current Phone Number: _____

Total value of the project: \$_____ Total fee received by Respondent: \$_____ Completed:

Mo/Yr: _____

MBE Goal: _____ MBE Goal Attainment: _____

WBE Goal: _____ WBE Goal Attainment: _____

Key Personnel – Proposed Licensed Professional Engineers

Provide the names of all licensed professional key personnel, such as but not limited to Senior Transportation Engineer and Project Engineer currently employed by the Respondent who worked on the projects listed above. Attach additional page(s) as necessary. Attach resumes of all individuals listed.

Name	Role	Project

Key Personnel – Proposed Quality Control/Assurance Individuals

Provide the names of key personnel currently employed by the Applicant who worked on the projects listed in Part II sections A&B of this statement of qualifications. Attach additional page(s) as necessary. Attach resumes of all individuals listed.

Name	Role	Project