



**Request for Qualifications No. 21-07
On-Call Transportation Engineering Services
January 19, 2021**

Release Date: January 19, 2021
Statements Due: February 5, 2021
Contact: Lia Klein, Transportation Engineer, lia.klein@mercerisland.gov

The City of Mercer Island, Washington is seeking a qualified firm to provide on-call transportation engineering services. The ideal firm will have extensive experience with transportation analysis, planning, and project coordination with a background of providing these services to similar local agencies.

GENERAL SCOPE OF SERVICES

This preliminary scope of work is presented as a reference. The selected firm will work with the City to develop the final scope of work.

The City of Mercer Island ("City") is requesting Statements of Qualifications (SOQs) from qualified engineering firms to provide on-call transportation services to support the City of Mercer Island with several activities. This work will be conducted on an as-needed basis up to the budget allowances assigned for this project. Services may include, but are not limited to, the following tasks:

1. **General Transportation Engineering Services:** Assist with transportation analysis, review, and design recommendations on transportation projects in the City. This task may include, but is not limited to, safety analysis with recommendations for improvements, traffic signal timing and coordination with King County and/or WSDOT, analysis of street lighting levels, small project cost estimates, and signage/channelization layout or design. These services may pertain to vehicular or non-motorized transportation improvements.
2. **Peer Review of Transportation Impact Analyses:** Assist Community Planning and Development department staff with peer review of development-related transportation studies such as Transportation Impact Analysis. The consultant will review transportation studies submitted to the City and ensure that all such studies have been completed according to industry best practices, City guidelines/requirements, and using appropriate transportation data and methodologies.
3. **Transportation Concurrency:** Update the City's Concurrency Traffic Volume Spreadsheet with new development's traffic volumes and new count data as needed. This task will also include monitoring level of service at concurrency intersections during the AM and PM peak hours. Upon written request, provide support to the Community Planning and Development department in the administration of the City's Transportation concurrency program.

STATEMENT OF QUALIFICATIONS

Interested consultants are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding: Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Mercer Island and this project. Please also include information on your firm's approach and availability to work on an on-call basis. Provide a statement to the effect that the respondent understands and agrees to obtain a [City of Mercer Island business license](#) if selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Company Profile and Experience: Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in transportation engineering and planning for local governments. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type. Please identify the project manager that would be assigned to the work.
3. Project Team and Key Personnel: Identify key staff who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have capacity to work on an on-call basis.
4. References: Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references

The City of Mercer Island reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations.

Submittals shall be submitted electronically. Submittals that do not address the items listed in the statement of qualifications section or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

EVALUATION & AWARD

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

SUBMITTAL

Submit SOQs electronically to publicworks@mercergov.org no later than **2:00 p.m. on February 5, 2021**.

All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – CITY OF MERCER ISLAND TRAFFIC ENGINEERING SERVICES".

CITY CONTACT

Questions regarding the project may be directed to Lia Klein, Transportation Engineer, at lia.klein@mercerisland.gov.

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.