

EASTTOWN TOWNSHIP
REQUEST FOR QUALIFICATIONS



**MUNICIPAL TRAFFIC ENGINEER
SERVICES**

Issue Date: August 07, 2023

Response Deadline: September 08, 2023 at Noon

INTRODUCTION

Easttown Township is located in Devon, Chester County, Pennsylvania. The Township provides municipal and infrastructure services to a vibrant and affluent residential community of approximately 11,000 residents in 8.2 square miles.

The Township of Easttown is seeking proposals for a professional traffic engineer or firm to provide support and expertise in the application of Traffic Engineering principles and practices to provide and enhance the safety and efficient movement of pedestrians, cyclists and vehicular traffic of people and goods within the Township of Easttown.

It is understood that the Township reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities or requirements set forth herein if it finds, in its sole discretion, that such waiver is in the best interests of the Township and/or the public. The Township has the right to reject, in its sole discretion, any proposal that fails to include any information or documentation required in this RFP.

It is further understood that by requesting these proposals, this is not a bidding solicitation and nothing contained herein shall create any contractual rights or obligations by and between the Township and any person or entity responding hereto. Regarding proposals for professional services, the Township is not constrained to select the proposal from the lowest responsible bidder, and expressly reserves the right to evaluate proposals on such factors, both objective and subjective, as the Township deems relevant and material in its sole and absolute discretion, without being bound to award the contract solely or even primarily on the basis of cost.

Scope of Services

In general, the Township will work with the selected firms on a project by project basis to determine the types of services required on a project. The consultants are expected to be able to provide on-call traffic engineering services as required. The services performed by the consulting firms may include, but are not limited to:

- Access Management Analysis and Study.
- Area-Wide Transportation Studies.
- Bicycle and Pedestrian Facility Planning and Design.
- Capacity Analysis.
- Construction Inspection, Observation and Management
- Crash Analysis.
- Existing Traffic Data Collection and Review.
- Funding Strategies and Grant Assistance
- Intersection Design
- Miscellaneous Traffic Engineering Assistance.
- Multimodal Studies/Plans
- Parking Lot and Parking Garage Design.
- Parking Studies

Pavement Markings.
Rail Crossings.
Road Impact Fee Analysis.
School Traffic Issues Observation and Study including Safe Routes to School.
Sight Distance Analysis.
Speed Humps and Tables.
Speed Study.
Stop Sign Warrant Analysis.
Subdivision or New Development Plan Review.
Surveying, Easements and Related services.
Traffic Calming
Traffic Control Plans.
Traffic Counts.
Traffic Forecasting.
Traffic Impact Study.
Traffic Operations Analysis.
Traffic Signal Analysis, Warrant Study, and Left Turn Phasing Study.
Traffic Signal Design and Plans.
Traffic Signal Optimization.
Traffic Simulation.

Specific Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and which is signed by an authorized officer.

2. Firm Experience and Qualifications

- A. Provide an overview of the firm and its qualifications. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
- B. Describe your firm's relevant municipal experience for the past five (5) years.
- C. Describe your firm's equal employment opportunity policies and programs.
- D. Insurance Coverage. Consultant shall provide documentation of all required insurance coverages; Workers' Compensation, General Liability, Automotive, and Umbrella, to ensure that the Township is protected and that the consultant understands that this would be a requirement to maintain and provide proof of if they were selected as the firm to provide such services to Easttown Township.

- E. Submit three (3) references for different municipalities of like size with names and direct line telephone numbers.

3. Traffic Engineering Services Team

- A. Provide summaries of experience for each individual who would be assigned to represent the Township. Identify who specifically within the firm will be the main Township contact or liaison throughout the term of the engagement. Then describe the specific roles that each engineer would be expected to play with respect to the Township.
- B. Provide detailed resumes for each of the engineers summarized above.

4. Conflicts of Interest

Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Township.

Second, describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Township.

Third, describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Township and the manner in which such conflicts described in this paragraph will be resolved.

5. Fee Proposals

It is requested that you provide an hourly fee proposal for lead engineer, associates and staff as applicable. This fee proposal should clearly delineate reimbursable expenses as well as overhead charges. This proposal should also delineate any rate adjustment such as the difference between the typical rate versus municipal rate. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two, or three years.

EVALUATION CRITERIA AND SELECTION PROCESS

The Board of Supervisors reserves the right to:

1. Select a proposal in its entirety or some portion(s) thereof.
2. Reject any and all proposals, in whole or in part.
3. Waive irregularities.
4. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range.
5. Make the final selection using criteria judged to be the maximum benefit to the

- Township as a whole.
6. This proposal solicitation does not commit the Township to enter into any agreement or to pay any costs incurred in the preparation of a Firm's proposal.
 7. The selection of a Firm will be determined within the sole and absolute discretion of the Township.
 8. The Township reserves the right to reject or disqualify any proposals, in its sole discretion, pursuant to the selection criteria and minimum requirements for a Firm.

PROPOSAL SUBMISSION

Proposal submission shall be made in the following manner:

1. Proposals, including any/all attachments, cover letter and tabs should not exceed ten (10) pages in length on 8 ½ x11 inch paper, single spaced using a minimum font size of 12 point. Do not provide marketing materials.
2. Proposals shall be scanned as a PDF file and submitted in electronic format via email to the below email address. Faxed proposals will **not** be accepted.
3. One (1) original hard copy of the proposal to be submitted.
4. Proposals are to be submitted to:

Easttown Township
566 Beaumont Road
Devon, PA 19333
Attn: Municipal Traffic Engineer RFQ

JEwald@Easttown.org

Subject line shall be: Municipal Traffic Engineer RFQ

5. Proposals must be received by the Township no later than 12:00 p.m. prevailing time on Friday, September 08, 2023. Late proposals will not be considered.
6. All questions regarding the RFP shall be addressed the Assistant Township Manager, Jonathan Ewald JEwald@Easttown.org
7. Any Addendum will be included on the website along with the original RFP at <https://www.easttown.org>.

SELECTION TIMETABLE

Selection will be based on proposals submitted and final determination by the Board of Supervisors. It is anticipated that the successful firm will be engaged by the Board of Supervisors at its January 03, 2024 Reorganization Meeting.

End of Request for Proposals