Request for Qualifications (RFQ)

Notice is hereby given that contracted consulting services will be utilized to provide for indefinite delivery/indefinite quantity (IDIQ) Traffic Safety Study Services at a minimum of 2 locations in Kanawha and Putnam counties for the Regional Intergovernmental Council (RIC) Metropolitan Planning Organization (MPO). The work will include, but may not be limited to:

* Conduct technical and detailed analysis of traffic and highway infrastructure existing conditions.
* Engage stakeholders to evaluate existing conditions of traffic and highway infrastructure and have regard for the complexity surrounding the subject matter.
* Prepare detailed crash diagrams at requested locations.
* Conduct analysis of observed road user behavior including, but not limited to, patterns in violations of traffic laws, improper use of traffic control devices, and speed of travel.
* Prepare recommendations for implementation that are technically and financially feasible, and compliant with applicable design directives.
* Develop visualizations of relevant data and final recommendations.
* Compile results into detailed reports with all relevant data and final recommendations in PDF format.
* Analyze suitability of proven safety countermeasures at proposed locations or system-wide.

Submission Requirements

Firms interested in being considered for this project must submit one digital copy as PDF documents of:

* A letter of interest that includes a note on the individual’s contact information who will serve as the primary point of contact for the selection process.
* A statement of the firm’s qualifications, experience, and overall capabilities to handle the work, including staff to be assigned to the project and their availability.
* A statement regarding the firm’s past performance in timely completion of projects, compliance with scope of work, and adherence to budgets.
* The amount and type of the proposed work to be subcontracted, if any.
* Names and phone numbers of references for the firm’s most recent comparable services.
* A description of similar recently completed projects.
* Any additional information that has a direct relationship to the subject services.
* Demonstration of compliance with federal allowable cost principles.

Additional Information

* The contract shall begin upon RIC Policy Board approval on September 12th, 2024, and conclude no later than May 31st, 2025.
* The maximum total contract dollar amount awarded under this contract shall not exceed $90,000.

Responses shall be submitted to Samuel Richardson, Transportation Program Manager, RIC MPO, 315 D Street, South Charleston, WV, 25303, as a PDF document by electronic mail at srichardson@wvregion3.org. Submittals shall be clearly marked in the subject line, “Re: RFQ Traffic Safety Studies – [Firm Name]" by 17 July 2024 at noon. Interested firms with questions may contact Samuel Richardson at srichardson@wvregion3.org.

Disadvantaged Business Enterprises are encouraged to participate in the performance of this contract.