

**REQUEST FOR QUALIFICATIONS
FOR**

***SAFE STREETS FOR ALL (SS4A)
PLANNING PROJECT***

FOR

THE CITY OF BRIDGEPORT, NEBRASKA



Prepared by:
City of Bridgeport, Nebraska

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS

The City of Bridgeport, Nebraska is seeking submission of qualifications from qualified Professional Engineering firms for assistance with the following project: “Safe Streets for All” Implementation Project for the City of Bridgeport, Nebraska”. Professional Services for the RFQ will include working with City Staff, Community, FHWA, and other jurisdictions to prepare an Implementation plan.

One (1) signed original and **six (6) copies** of the proposal must be received **no later than 1:00 P.M., Tuesday, May 6, 2025**, at the Office of the City Clerk, 809 Main Street, Bridgeport, Nebraska 69336. Packets should be submitted in a sealed envelope addressed to the City of Bridgeport and clearly marked “Qualifications for The City of Bridgeport Safe Streets for All Implementation Plan.”

Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City of Bridgeport reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City’s best interest, at its sole discretion.

Dori Huck, City Clerk

City of Bridgeport, Nebraska

Publish 3T: **April 17, 2025**
April 24, 2025
May 1, 2025

REQUEST FOR QUALIFICATIONS

The City of Bridgeport, Nebraska is requesting Qualifications to be set forth in written format for the following:

Professional Services for the Safe Streets for All Implementation Project

A closed committee will evaluate the qualifications. The City of Bridgeport reserves the right to reject any or all qualifications and to waive any informalities or technicalities.

1. QUALIFICATION STATEMENT

Firms are invited to submit a Qualification Statement that presents its experience, personnel, and references related to the transportation planning services. Qualification Statements shall include:

- A. A Letter of Interest to display a clear understanding of this RFQ including the project parameters. Include a positive commitment to complete the work with an estimated time period to meet approval with FHWA, and explain why the respondent should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
- B. The firm's specialized transportation planning experience and technical competence along with project descriptions, including the client name and designated contact along with the contact's title, telephone number, and email address. The City reserves the right to contact any and all clients as listed in these project descriptions.
- C. The firm's key personnel it would propose to undertake the technical and management duties for developing a transportation plan, keeping in mind that the City expects the key personnel listed in the Qualification Statement would remain responsible throughout the period of the project. No diversion or replacement would be acceptable without the written approval of the City.
- D. Qualification Statements shall be limited to no more than 25 pages total, which excludes the front cover, back cover, table of contents, and dividers. Longer resumes of proposed staff may be included in an appendix to the Qualification Statement.

2. ORGANIZATION OF MATERIALS

Submitted Qualification Statements must be organized in the following manner:

- A. General Information
- B. Key Personnel
- C. Firm's Experience

3. GENERAL INFORMATION

The following general information shall be included:

- A. The firm's name, address, telephone number, website address.
- B. Date firm was established and type of entity (i.e., corporation, sole proprietorship, Limited Liability Company, etc.).
- C. Firm's Certificate of Authority number as issued by the State of Nebraska Board of Engineers and Architects along with the certificate's expiration date.
- D. The technical discipline, certifications, and certification numbers for the firm's proposed Project Manager.

4. **KEY PERSONNEL**

The firm shall identify key personnel and any sub-consultants it would use to assist with the project. Proposed sub-consultant's name, address, telephone number, and specialty shall be indicated.

In addition, firms shall include:

- A. A list of its key personnel and their titles along with a listing of directly relevant projects for each key member that includes the client name, a brief project description, key member's role in project, and project completion date.
- B. Brief resumes for each key member as listed in (A) above that include the key member's educational background, technical discipline, applicable Nebraska certifications and numbers, years of professional experience, and any unique knowledge relevant to the project.

5. **FIRM'S EXPERIENCE**

Qualification Statements shall include project descriptions for transportation projects the firm has completed within the past twenty (20) years.

Each project description shall include the client's name and designated contact along with the contact's title, telephone number, and email address along with the year(s) services provided, and a narrative description of project. The City reserves the right to contact any and/or all of the clients the firm includes for these project descriptions.

Provide examples of the Project Manager's government agency experience within the past ten (10) years that serve to demonstrate firm's knowledge of and performance on contracts with local government agencies. Also provide experience with the State of Nebraska and Federal Agencies on projects.

6. **SELECTION/EVALUATION CRITERIA**

The above requirements will be evaluated and scored based upon the following criteria and relative importance as applied by the Evaluation Committee to the material submitted in the firm's Qualification Statement:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Overall Quality/Qualification Statement/Firms understanding of the RFQ	15
2.	Qualifications of Key Personnel	30
3.	Experience and Competence of Firm(s)	30
4.	Qualifications as Demonstrated in Past Projects	25
	Maximum Total Points	100

The Evaluation Committee's objective is to select the highest qualified firm for the services to be rendered, at a compensation determined as fair and reasonable to the City. To accomplish this objective, respondents will be evaluated on the following basis:

CAPACITY AND CAPABILITY

Selected firm must be capable and proficient in providing the following technical services:

- Transportation Services
- Conceptual Design Services
- Public Involvement Expertise

Before assigning final scores the City may, at its discretion, schedule face-to-face interviews or video conferences with each respondent. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the respondent's submittals and any other information obtained through interviews and/or telephone conferences. Respondents will be ranked according to their total cumulative points.

The City reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the City deem a respondent unqualified on the basis of the overall analysis of the criteria outlined above.

7. GENERAL PROVISIONS

The procurement process is subject to applicable provisions of federal, state and local laws and ordinances.

- A. The City will not be liable for any costs incurred in preparing, submitting or presenting a respondent's submittals or any associated travel costs.
- B. Discussions may be conducted with respondents submitting acceptable proposals; consultant selection may be made without any discussion.

- C. The City reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The City also reserves the right to reject any and all proposals, in whole or in part, and to waive any informality therein.
- D. If only one qualified firm responds by the due date, the City, at their own discretion, may enter into contract negotiations with that firm.

8. CLARIFICATION

Requests for clarification of any items, requirements contained in this RFQ must be received in writing at the City offices **no later than May 6, 2025**. Please fax, email or deliver all RFQ clarification requests to:

City of Bridgeport
C/o Dori Huck, City Clerk/Treasurer
809 Main Street
Bridgeport, NE 69336

9. RESPONDENT SUBMITTALS

To be considered, one (1) original (not bound) and **six (6) copies** of the required submittals must be received at the City of Bridgeport Administrative Office, 809 Main Street, NE 69336 by **1:00 P.M., May 6, 2025**. The City shall review the documents that include each respondent's letter of interest, qualifications and required certifications and assurances.

Respondent submittals should be securely sealed in one or more parcels and clearly marked "Safe Streets For All Implementation Plan for the City of Bridgeport, NE."

Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

10. MISCELLANEOUS PROVISIONS

Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility will be attached to the City for the premature opening of a package not properly addressed and identified, and/or delivered to the wrong office. The City may reject any and all packages and reserves the right to waive any technicalities, irregularities, or informalities in any packet or in the proposed procedure.

The City reserve the right to extend the submission deadline if necessary. If the deadline is extended, all respondents who have requested this RFQ will be notified in a timely manner.

Owner's Representative. It is understood that the City will designate an Owner's Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.