Notice of Request for Qualifications

The Akron Metropolitan Area Transportation Study (AMATS) is seeking Letters of Interest (LoI) from qualified firms to develop a regional traffic signal inventory. As the metropolitan planning organization for the greater Akron area, AMATS is responsible for regional transportation planning and programming of federal funds. AMATS is seeking to contract for the services of collecting and inventorying an estimated 1,000 traffic signal locations in the AMATS service area. The AMATS area includes Summit County, Portage County, and two adjacent townships of Wayne County. AMATS has a proposed budget for this project of $125,000.

It is anticipated that the selected Consultant will be authorized to proceed by January 1, 2024, with an expected completion date of December 31, 2024.

Selection Procedures

Consultants will be shortlisted (top 2 to 4 candidates) based upon Letter of Interest (LoI) submission scoring. Interviews with all shortlisted firms will then be scheduled and conducted either in-person or virtually prior to selection. The selection committee will consist of AMATS staff as well as representatives of the AMATS Technical Advisory Committee. The requirements for the LoI are shown below.

Firms interested in being considered for selection should respond by submitting four (4) copies of the Letter of Interest and an electronic copy to the following address by 4:30 PM on Friday, September 22, 2023.

Seth Bush
1 Cascade Plaza
Suite 1300
Akron, OH 44308
sbush@akronohio.gov
330-375-2436 ext. 3569

It is the consultant's responsibility to ensure that submissions have been received by AMATS. Responses received after the close of business on the specified due date will not be considered.

The Planning Issues at Hand

The AMATS planning region is comprised of 18 cities, 15 villages, and 29 townships across 2+ counties. Many of these localities inventory and maintain their own signal systems/networks. AMATS is seeking to understand these systems/networks and explore what options the region might already have regarding inter-jurisdictional coordination and/or what improvements could be made to help facilitate these efforts. AMATS has elected to pursue the development of a Regional Traffic Signal Inventory (RTSI) for its 2+ county Greater Akron region that will be used to both inform policy decisions and address policy issues.

Project Scope

AMATS would like to have a regionally comprehensive inventory of traffic signals. AMATS expects to hire a consultant responsible for all required labor, materials, equipment, and expertise related to the collection, processing, and analysis of traffic signal data.

The consultant will compile traffic signal data on all roadways in the AMATS area. There are approximately 1,000 signals in the region. It is anticipated that this work would be completed in Calendar Year 2024.

Anticipated Deliverables

The consultant will provide AMATS with the following products:
- Findings Report including:
  - A brief description of the different types of signals and signal technologies available
  - Inventory findings / state of the system.
  - A detailed breakdown of which technologies are being employed within the AMATS region and where they are being employed.
  - Identification of which signals can be coordinated, which are already coordinated, and where either internal or cross-jurisdictional coordination can be or is already being implemented.
  - Improvements that would need to take place to facilitate cross-jurisdictional coordination.
  - Other improvement recommendations such as pedestrian signalization or bringing the signal up to conformance with industry standards.
- The RTSI should be designed as a file geodatabase fully compatible with ArcGIS.
  - The geodatabase should contain the signal inventory as a Point Feature Class.
  - For this geodatabase, a "signal" record is associated with an intersection, not an individual signal head.
  - The attribute table should consist of a table structure resembling the attached specifications (Exhibit A). Suggestions on additional attribute fields to be included within the database are welcomed and encouraged.
  - All original input data tables or feature classes obtained/used during this project should be maintained within the geodatabase for reference purposes.

Disadvantaged Business Enterprise (DBE Goal)

It is the policy of AMATS and the Ohio Department of Transportation that firms certified in the Ohio Unified DBE Directory as Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and

participate in agreements included in this Request for Qualifications (RFQ), either as a prime contractor or sub-contractor.

Contract Goal: In furtherance of the policy stated above, there has been an established goal of 0% for the participation of Disadvantage Business Enterprises (DBEs). *Note: With this established 0% goal, ALL applications will receive the full 5 points for this category regardless of whether it includes a DBE component.*

Submission Requirements: For projects noted as having DBE goals, the consultant must submit a DBE participation statement to include the DBE firms they will utilize to meet the project goal listed above. By submitting a DBE participation statement, the consultant is affirming that they will be using the DBE firms identified to meet the DBE contract goal. The DBE participation statement shall be included at the time of submittal.

Any submissions received without a DBE participation statement or additional Good Faith Efforts, will be deemed unresponsive.

The DBE participation statement shall include the following information:

The names and addresses of the certified DBE firm(s) that will be used to meet the DBE goal; A description of the work that each DBE will perform. Whether the DBE firm(s) being used to meet the goal will be utilized as a subcontractor, regular dealer, manufacturer, consultant, or other capacity; and the dollar amount of the participation of each DBE firm used to meet the DBE goal.

Only DBE Firms certified in Ohio can be utilized toward the project goal. The Ohio Unified DBE Directory can be found here: http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx

Good Faith Efforts (GFE) at submission: In the event that the DBE contract goal established is not met, the consultant shall demonstrate that it made adequate good faith efforts to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so.

If the consultant does not meet the project DBE goal at submission, the consultant shall submit additional Good Faith Efforts (GFE's) documentation with their submission to show why the project goal could not be met.

ODOT has provided Good Faith Efforts Guidance located at: http://www.dot.state.oh.us/Divisions/ODI/SDBE/DBE%20Goal%20Forms/Contractors%20Good%20Faith%20Efforts%20Guidelines.pdf

AMATS shall utilize the guidance set forth in 49 CFR §26.53 Appendix A in determining whether the consultant has made adequate good faith efforts to meet the goal. AMATS will review the GFE documentation and issue a written determination on whether adequate GFEs have been demonstrated prior to contract award.

AMATS, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, national origin (including Limited English Proficiency), sex, disability, ancestry, religion, military status or age, and agree to

take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, national origin (including Limited English Proficiency), sex, disability, ancestry, religion, military status or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

Requirements for Letters of Interest (LoI)

A.   Instructions for Preparing and Submitting a Letter of Interest

Provide the information requested in the Letter of Interest Content (Item B below), in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

Please adhere to the following requirements in preparing and binding letters of interest:

- Please use a minimum font size of 10-point and maintain margins of no less than 3/4" on all four sides.
- Page numbers must be centered at the bottom of each page.
- Use 8½" x 11" paper only.
- Single-sided.
- Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
- Do not provide tabbed inserts or other features that may interfere with machine copying.

Letters of interest not adhering to the above instructions are subject to a deduction in the ranking system.

B.   Letter of Interest Content

Cover Page *(1 Pg Max)*

1. ### Cover Letter *(1 Pg Max)*
   Include typical cover letter language. The cover letter must also clearly state the name, address, phone number and email address for the point of contact.

2. ### General Information *(2-5 Pg Max)*
   Information can be provided about the focus, history, or core values of the firm, understanding of project, information about staff, general experience, or anything else you wish to demonstrate that your firm is an ideal fit for this project. Format of this section is flexible.

3. ### Organizational Chart of the Project Team *(1 Pg Max)*
   Include names, job titles, and project roles for each employee.

4. ### Proposed Scope of Work *(2-5 Pg Max)*
   Detail the work to be performed and your approach to completing the work. Please be descriptive.

5. ### Project Schedule *(1 Pg Max)*
   Provide a chart showing the tentative project completion schedule. Include anticipated time periods for completing each project task identified in the scope of work and show when project coordination

milestones will occur.

6. Staff Resumes *(1 Pg for Each Member of the Project Team)*
    Include resumes of all key personnel proposed for project. Please include years of experience both with firm and in total.

7. Example Projects *(1 Pg for Each Project, up to 3 Projects)*
    Submit a portfolio of up to three (3) projects which best illustrate the team's qualifications for this project. Include project cost and contact information for the project owner/point of contact.

8. Key Personnel Participation in Example Projects *(1 Pg Max)*
    Provide a table showing which staff identified in section 6 worked on the projects identified in section 7 (similar to section G of Standard Form 330).

9. Information Regarding the Firm *(1 Pg, add'l Pages permitted for any Subconsultants)*
    This must include the address and number of employees for the overall firm as well as the lead branch office (if applicable) working on the project. Please note the full, official name of the firm, address(es) of the main office location(s) where work will be completed.

Please do not provide a cost estimate at this time. The consultant selection process will be based on qualifications. However, please be prepared to provide a cost estimate if selected.

Thank you for your consideration of this request for qualifications.

Quality Based Consultant Selection Process
Rating Form

Criteria	Max Score	Score
Firm Experience Does the firm have experience with projects of a similar scope? How is the firm's experience with (a.) federally funded transportation projects, (b.) MPO-led projects, and (c.) municipal level projects?	10	
Firm Qualifications Does the proposed project team seem well suited to take on a project of this nature? Does the staff have the right skills and experience? Does the firm have an organizational structure and the material resources necessary to satisfactorily complete this project?	10	
Quality Is the technical proposal submitted well-written and of high quality? Did the submitting firm follow submission instructions?	5	
Project Approach Does the proposed approach seem reasonable and demonstrate a thorough understanding of the project objectives? Does the project schedule seem realistic?	20	
DBE Goal Does the firm's proposal meet the DBE Goal requirements, or at the very least provide adequate evidence of Good Faith Efforts to try to meet the requirements? *Note: The DBE requirement for this project is 0%. All applicants will receive the full 5 points for this criterion.*	5	*5*
Total Score	50	

Field Name	Data Type	Alias	Description (if necessary)	NULL Values	Domain	Length
SIGNAL_LOC_ID	Text	Signal Location ID	This field will be the primary key and will relate this table to the master feature class.	No		
LAT	Double	Latitude	Latitude of the signal in decimal degrees (6 decimals)	No		nn.nnnnnn
LONG	Double	Longitude	Longitude of the signal in decimal degrees (6 decimals)	No		nn.nnnnnn
COUNTY	Text	County		Yes		24
MUNICIPALITY	Text	Municipality		Yes		50
MAJORST	Text	Major Street		Yes		80
MAJOR_RTE	Text	Major Route Type		Yes	ROUTE	24
MAJOR_RTE_NUM	Text	Major Route Number		Yes		3
MINORST	Text	Minor Street		Yes		80
MINOR_RTE	Text	Minor Route Type		Yes	ROUTE	24
MINOR_RTE_NUM	Text	Minor Route Number		Yes		3
MINORST2	Text	Third Intersecting Street		Yes		80
MINOR_RTE2	Text	Third Intersecting Route Type		Yes	ROUTE	24
MINOR_RTE2_NUM	Text	Third Intersecting Route Number		Yes		3
MAJORST_JURIS	Text	Major Street Highway Jurisdiction		Yes	JURIS	24
MINORST_JURIS	Text	Minor Street Highway Jurisdiction		Yes	JURIS	24
MINORST2_JURIS	Text	Third Intersecting Street Jurisdiction		Yes	JURIS	24
SIGMAINT_JURIS	Text	Signal Maintenance Jurisdiction		Yes	JURIS	24
RRCOORD	Text	Railroad Coordination	Railroad signal preemption	Yes	YESNO	3
MASTER	Text	Master Controller		Yes	YESNO	3
COMTYPE	Text	Coordination Communication Type		Yes	COMTYPE	24
CONTMAKE	Text	Controller Make		Yes		50
CONTMODEL	Text	Controller Model		Yes		50
CONTYPE	Text	Controller Type		Yes	CONTYPE	24
CONTSPEC	Text	Controller Specification		Yes	CONSPEC	10
TMS_TYPE	Text	Traffic Management System Type	(Centracs, Max View, etc.)	Yes		25
VEHDET	Text	Vehicle Detection Type		Yes	VEHDET	24
LED_SIGNALS	Text	LED Signals		Yes	YESNO	3
SIGIC	Text	Signal Interconnect		Yes	YESNO	3
SIGICID	Text	Signal Interconnect ID	Participating agency signal interconnect ID (may not be the same as the AMATS interconnect ID)	Yes		24
ADAPTSIG	Text	Adaptive Signal Control		Yes	YESNO	3

Field Name	Data Type	Alias	Description (if necessary)	NULL Values	Domain	Length
TSP	Text	Transit Signal Priority		Yes	YESNO	3
REDENF	Text	Red-Light Camera Enforcement		Yes	YESNO	3
PUSHBTN	Text	Push Buttons		Yes	YESNO	3
BIKESIG	Text	Bicycle Signals		Yes	YESNO	3
PEDSIG	Text	Pedestrian Signal		Yes	PEDSIG	7
PEDCD	Text	Pedestrian Countdown Signal		Yes	YESNO	3
ACCPEDSIG	Text	Accessible Pedestrian Signal		Yes	YESNO	3
EMERGPEMP	Text	Emergency Vehicle Preemption		Yes	YESNO	3
EVP_MAKE	Text	Emergency Vehicle Preemption Make		Yes		50
EVP_MODEL	Text	Emergency Vehicle Preemption Model		Yes		50
EVP_TYPE	Text	Emergency Vehicle Preemption Type	Type of technology employed for preemption.	Yes		50
ADVFLASHACTIVE	Text	Advance Active Warning Flashers		Yes	YESNO	3
ADVFLASHPASSIVE	Text	Advance Passive Warning Flashers		Yes	YESNO	3
ADVDETECTION	Text	Advance Vehicle Detection		Yes	YESNO	3
PHASEEXTENSION	Text	Signal Phase Extension	Signal Phase Extension to accommodate vehicles in dilemma zone	Yes	YESNO	3
CMU_MAKE	Text	Conflict Monitor Make		Yes		50
CMU_MODEL	Text	Conflict Monitor Model		Yes		50
UPS_MAKE	Text	Uninterruptible Power Supply Make		Yes		50
UPS_MODEL	Text	Uninterruptible Power Supply Model		Yes		50
GEN_HU	Text	Generator Hookup Present?		Yes	YESNO	3
CAM_MAKE	Text	Camera Make		Yes		50
CAM_MODEL	Text	Camera Model		Yes		50
RAD_MAKE	Text	Radar Make				
RAD_MODEL	Text	Radar Model				
FLASHYELLOW	Text	Flashing Yellow Arrow	Flashing Yellow Arrow Left Turn Signal	Yes	YESNO	3
BLANKOUT	Text	Blankout Sign	Blankout Variable Message Sign (Typically Turn Restriction)	Yes	YESNO	3
POLICE	Text	Police Department Nearest		Yes		50

Field Name	Data Type	Alias	Description (if necessary)	NULL Values	Domain	Length
SL_QTY	Integer	Street Light Quantity		Yes		
LASTMODDATE	Date	Most Recent Signal Modification Date		Yes		
Domains:						
CNTY:		Medina, Portage, Summit, Wayne				
COMTYPE:		Closed Loop, Central Control				
CONTYPE:		Pre-timed, Semi-actuated, Fully Actuated, Volume-density Control				
CONSPEC:		e.g. = NEMA, 2070, 1070, 170, Caltrans…				
JURIS:		ODOT, Medina County, Portage County, Summit County, Wayne County, Akron, Aurora, Barberton, Boston Heights, Clinton, Cuyahoga Falls, Doylestown, Fairlawn, Garrettsville, Green, Hiram, Hudson, Kent, Lakemore, Macedonia, Mantua, Mogadore, Munroe Falls, New Franklin, Northfield, Norton, Peninsula, Ravenna, Reminderville, Richfield, Rittman, Silver Lake, Stow, Streetsboro, Sugar Bush Knolls, Tallmadge, Twinsburg, Windham, Other				
PEDSIG:		None, Partial, Full				
ROUTE:		US, IR, SR, CR, TR, MR				
VEHICDET:		Loops, Infrared, Magnetometer, Microwave, Video, Radar				
YESNO:		Yes, No				