



CITY OF NAMPA
REQUEST FOR QUALIFICATIONS
Intelligent Transportation System & Intelligent Video
Analytics System
(Combined Traffic and Emergency Management Center)
PROJECT NO. PWST200040

Addendums

1. 11.09.2020
2. 11.13.2020
3. _____
4. _____
5. _____

Prepared by

City of Nampa

Public Works Department

500 12th Avenue South

November 13, 2020

Request for Qualifications (RFQ)

The City of Nampa (City) seeks qualified and experienced Consultants to submit qualifications for the design of an Intelligent Transportation System (ITS) and Intelligent Video Analytics System (IVAS) including a Traffic and Emergency Management Operations Center. One Consultant or Consultant team will be selected from the submitted qualifications to provide this service. Work is intended to start as soon as the Consultant is selected, approved by Nampa City Council, and the contract for services has been finalized.

Project Need

This is a joint effort between the Nampa Police Department (NPD), Nampa Public Works Department (PWD) and Nampa Information Technology (IT) Department. The Idaho Transportation Department (ITD) is a key stakeholder.

- PWD and the NPD currently do not have visibility into traffic signal operations and public incidents. This leads to inefficiencies in operations, maintenance, and incident response throughout the City. Addressing this limitation will improve economic growth, livability, improve public safety, support multimodal travel including freight and transit, and increase return on City investment by leveraging emerging technologies
- The City maintains 70 signalized intersections- does not have a Traffic Management Center or ability to monitor or control signals remotely through a central software program. One third of the signals are located on state highways, owned by ITD and maintained by the City of Nampa. Coordination with ITD and adjacent entities is imperative
- Police needs a video management system with analytics capacity to enhance law enforcement
- Police has 200 total staff, 1.2 officers per 1,000 people. National average is 1.5
- Police responds to 200-235 calls per day. 67% reactionary- national standard is 27%

Project Description

- The Consultant will design a state-of-the-art Intelligent Transportation System (ITS) and Intelligent Video Analytics System (IVAS) to enhance the City's ability to manage traffic signal operations, provide performance monitoring capabilities, and improve Police public safety using video analytics. The selected Consultant or Consultant team will have necessary experience designing a combined ITS and IVAS system

- **Intelligent Transportation System Elements**
 - The goal of the ITS project is to enhance signal coordination on City arterials, reduce congestion, enhance emergency response, improve system safety (through increased monitoring capabilities) and to provide coordinated incident response
 - The Consultant will provide project management, system engineering and design for the ITS system including a Traffic and Emergency Management Operations Center, selection of central software and upgrade of 15 signals along the Garrity Boulevard and Idaho Center Boulevard corridor. Fiber interconnect design is necessary. The remaining 65 signals in the City will be upgraded in stages as funding allows
 - Consultant will assist stakeholder group in selecting software and hardware elements
 - Proposed ITS elements
 - Central signal software for remote management of advanced signal operations
 - ATSPM Advanced Signal Performance Measures processing and reporting
 - Corridor operational performance monitoring
 - Interagency video and data sharing
 - Vehicle count processing and reporting
 - Fiber interconnect strategies

- **Intelligent Video Analytics System Elements**
 - IVAS system design
 - Selection of VMS software and hardware infrastructure
 - Coordination and system design with the Nampa I.T. Department
 - System to include enhanced surveillance and crime reduction features
 - System to assist with Police, Fire, Public Works incident and emergency response
 - Provides access to data and video from field devices

- **Traffic and Emergency Operations Center Facility Elements**
 - Establish policies and procedures between departments
 - Design dedicated area with video wall and operator workstations for video and system monitoring and analysis
 - The center will act as a central point for city wide emergency management between City and regional entities. Operators will be able to identify blocking incidents, coordinate incident management plans, review surveillance footage and adjust traffic timing
 - The center will conduct video monitoring, analytics and management of public safety and traffic system data

Work with Key Stakeholders

- Work with regional stakeholders including ITD, Community Planning Organization of Southeast Idaho (COMPASS), Highway Districts and cities

Schedule

Anticipated events and deadlines are shown in the following table:

Event	Due Dates & Deadlines
Request for Qualifications made available to Consultants	October 23, 2020
Request for Qualifications Pre-Proposal Meeting	November 16, 2020
City's Response to Pre-Proposal Meeting (If Necessary)	November 20, 2020
Submittal DEADLINE for Qualifications	December 4, 2020 by 3:00 p.m.
Selection and Negotiations	December 4 through December 11 2020
Final Selection	December 11 2020
Present to City Council for Recommended Approval	December 21, 2020

Evaluation Committee

The evaluation committee will be comprised representatives from:

Nampa City Council

Nampa Police Department

Nampa Public Works Department

Nampa Information Technology Department

ITD Mobility Services

Ada County Highway Department (ACHD) Traffic/Congestion Management

Statements of Qualifications Criteria

Statements of Qualifications should address each of the following criteria within a total of six (6) pages or less (a one-page cover letter, a title page and Project Manager's resume are exempt from the six-page limit):

1. Project Manager

Identify the Project Manager (PM) who will be responsible for overseeing the work, being responsible for quality and timeliness of Consultant's performance, and the office location from which project management will be performed. Address the PM's personal familiarity with the City and project as well as ensuring adequate personnel and other resources are made available to the PM to perform all work. Include a brief resume indicating experience and qualifications as may specifically pertain to the project. Describe duties and specific tasks the PM will be involved in and percentage of time he/she will dedicate to them.

2. Understanding and Approach

Provide Consultant's understanding of the project including federal and state guidelines. Highlight approaches that promote successful collaboration and coordination between City, Consultant and other stakeholders. Include tools used to promote successful and on-time delivery of the project, as well as schedule management strategies.

3. Company Experience and Basic Qualifications

Demonstrate that Consultant has relevant experience with providing similar services. Provide information for services of similar scope, size and complexity that Consultant has successfully recently performed. Include specific information on dates and type of services provided, including experience and qualifications that prove Consultant has a record of successfully managing a project of this scope and complexity. List three (3) verifiable professional services references with a contact person and phone number.

4. Key Personnel and Resources Available

Identify key Consultant and sub-consultant personnel being committed to provide the services. Describe their project roles and duties, experience and qualifications as they relate to services to be provided. Provide time commitment for each person as a percentage of the total project. Also describe method to ensure personnel are used on other projects only as necessary when the Nampa project demands. List the geographic location where Consultant and each sub-consultant will be performing their work.

5. Project Controls and Reporting

Describe Consultant's procedures or programs for documenting and maintaining project records including quality and cost control. Describe the method of communication with client and reports or project dashboard provided to client. Provide example of reports/dashboard and frequency anticipated for the project. Describe Consultant's procedures or programs for planning, monitoring, and controlling the schedule and budget of project deliverables.

Describe tools or systems the program manager proposes to utilize for reporting purposes and the management of documents, schedules, and costs.

Questions and Clarifications

All questions and requested clarification shall be made before the pre-proposal meeting in writing via email to Jeff Barnes at the following address: barnesj@cityofnampa.us with a copy to Ashlee Teeter at teetera@cityofnampa.us.

Revisions to RFQ

In the event that it is necessary to revise any part of the RFQ, timely addenda will be provided.

Consultant's Cost

Consultant will be responsible for all costs (including site visits) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to the RFQ become the property of the City and will not be returned.

Public Records/Confidential Information

The City is a Public Agency. All submittals, including bids, proposals, and any other information provided by a consultant may be considered a public record and, except as noted below, will be available for inspection and copying by any person after the award of this contract. Any information submitted to the City is subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapters 338 through 350.

The City will take reasonable efforts to protect any information marked "confidential", to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified in a cover letter, submitted with your response. It is requested that the confidential information be placed in a separate envelope within the proposal to minimize accidental copying and release. Confidential information will be returned to the Consultant upon request, after the award of the Agreement. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to potential disclosure.

Protest of Consultant Selection or Contract Award

Any actual or prospective consultant who is aggrieved in connection with the selection of a Consultant, award of the contract or proposal may submit a protest to the Public Works Director. The protest shall be submitted in writing no later than **four (4) working days** after qualified Consultant is selected and approved by the City Council. The protest must set forth, in specific terms, the alleged reason the consultant(s) selection or contract is erroneous. Any protest addressed to the Mayor or City Council will be referred to the Public Works Director.

Address written protest to:

Tom Points, P.E., Public Works Director
Public Works Department
500 12th Avenue South
Nampa, ID 83651

Reservation of Rights by City of Nampa

The issuance of this RFQ does not constitute an assurance by the City that any contract will actually be entered into by City and City expressly reserves its right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all statements of qualifications
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or perceived conflict of interest
- Disqualify any respondent on the basis of past performance on City projects

By responding to this RFQ, each respondent agrees that any finding by City of Nampa of any fact in dispute as to this request or the responses thereto shall be final and conclusive except as provided herein.

Financial Accountability

The successful Consultant will be required to submit a signed Financial Accountability form. Each Consultant's cost accounting system must be able to track direct project-related expenditures and indirect costs and expenditures, and to keep these separate from non-project related costs or other projects. It is important that each Consultant have a job cost accounting system to provide for recording and accumulation of costs incurred on each contract.

Certification Regarding Debarment

The successful Consultant will be required to sign a Certification Regarding Debarment, Suspension, and Other Responsibility Matters form.

Affirmative Action

The successful Consultant will be required to sign an Affirmative Action form. Federal law requires that all companies working on publicly funded projects must comply with Equal Employment Opportunity (EEO) requirements. The consultant, by submission of a statement of qualifications agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or handicap/disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local EEO requirements.

Negotiating Fees and Contracts

Fee and contract negotiations will commence upon final selection of a qualified Consultant. After contract of terms, Consultant will be requested to enter into a Professional Services Agreement Standard Terms and Conditions with the City. A copy of an example agreement will be provided if requested.

Hourly Rates and Reimbursable Costs

A qualified Consultant selected and approved by City Council will be required to submit consultant fees in a billable table format as follows: 1) key project personnel, 2) their titles, 3) the exact bill-out rate of each person in dollars per hour, 4) the multiplier applied for each person. The multiplier is defined as the ratio between the individual's bill-out rates divided by the person's gross hourly pay. For salaried personnel, the gross hourly pay is determined by dividing the individual's gross yearly salary by 2,080 hours.

Billable hourly rates shall include direct labor, general and administrative overhead, profit margin, ordinary and CAD computer time, ordinary software costs, office supplies and equipment, routine reproduction costs, local communication charges and facsimile charges. Travel costs within Canyon and Ada Counties are not reimbursable.

Billable hourly rates DO NOT include project related reimbursable costs such as costs associated with extensive reproduction costs, i.e., reproduction of final bidding documents (plans and specifications); studies, etc.; travel outside of Canyon or Ada County; per diem; specialized equipment; and long distance communication charges. Unless otherwise agreed to as a part of a specific project task order negotiation, these reimbursable costs will be billed to the City at the consultant's cost and sub-consultant's' costs, without additional markup.

Insurance

The Consultant will provide (from insurance companies acceptable to the City) insurance coverage designated hereinafter and pay all costs. Any insurance policy or certificate of insurance will name the City as a named insured where appropriate, and such insurance policy or certificate of insurance will be kept and maintained in full force and effect at all times during the term or life of this contract. The insurance policy or certificate of insurance must be filed with the Public Works Department prior to commencing work under this contract and no insurer will cancel the policy or policies or certificate of insurance without first giving thirty (30) days written notice thereof to the Consultant and the City, but the Consultant may, at any time, substitute a policy or policies or certificate of insurance of a qualified insurance company or companies of equal coverage for the policy or policies or certificate then on file with said Public Works Department.

In case of the breach of any provision of this article, the City, at its option, may take out and maintain at the expense of the Consultant, such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Consultant under this contract.

The Consultant will not commence providing service under the contract until all the insurance required hereunder and such insurance has been reviewed by the City. Review of the insurance by the City will not relieve or decrease the liability of the Consultant hereunder.

- a. General Liability Certificate of Insurance at \$1,000,00.
- b. Professional Liability Insurance (Errors and Omission) with a minimum limit of \$1,000,000 or twice the CONSULTANT's fee, whichever is greater.
- c. Workers Compensation and Employers Liability Insurance as required by statute and in an amount not less than \$1,000,000 for each occurrence.

Consultant shall indemnify and save and hold harmless City from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Consultant, its servants, agents, employees, guests, and business invitees, and not caused by or arising out of the tortious conduct of City or its employees. In addition, Consultant shall maintain, and specifically agrees that it will maintain, throughout the term of this Contract, liability insurance, in which the City shall be named an additional insured in the minimum amount as specified in the Idaho Tort Claims Act set forth in Title 6, Chapter 9 of the Idaho Code. Additionally, Consultant shall maintain professional liability insurance. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City; and if City becomes liable for an amount in excess of the insurance limits, herein provided, Consultant covenants and agrees to indemnify and save and hold harmless City from and for all such losses, claims, actions, or judgments for damages or liability to persons or property. Consultant shall provide City with a Certificate of Insurance, or other proof of insurance evidencing Consultant's compliance with the requirements of this paragraph and file such proof of insurance with the City. In the event the insurance minimums are changed, Consultant shall immediately submit proof of compliance with the changed limits.

The minimum limits of insurance described above will not be deemed a limitation of the Consultant's covenant to indemnify and save and hold harmless the City of Nampa; and if the City of Nampa becomes liable for an amount in excess of the insurance limits, herein provided, Consultant covenants and agrees to indemnify and save and hold harmless the City of Nampa from and for all such losses, claims, actions, or judgments for damages or liability to persons or property. ***The General Liability Certificate of Insurance shall name the City as an additional insured and shall be provided to the City of Nampa Public Works Department, prior to proceeding with the project.***

All above insurance information shall be provided to the following address prior to proceeding with the contract:

City of Nampa
Public Works Department
500 12th Avenue South
Nampa, ID 83651

Invoicing

Invoicing on Task Orders is to be submitted to the following address within 30 days of service:

City of Nampa
Public Works Department
500 12th Avenue South
Nampa, ID 83651

Invoices are paid within 30 days after receipt of invoice, inspection and acceptance.

Deliverables

The City of Nampa is equipped with AutoCAD Civil 3-D 2013, Windows 7, Microsoft Project and Microsoft Office 2010. Compatibility with this software is desirable in all deliverables submitted.