



**Request for Qualifications No. 21-06
Traffic Data Collection
January 19, 2021**

Release Date: January 19, 2021
Statement of Qualifications Due: February 5, 2021
Contact: Lia Klein, Transportation Engineer
lia.klein@mercerisland.gov

The City of Mercer Island, Washington is seeking a qualified firm to provide on-call traffic data collection at various locations throughout the island. The ideal firm will have experience and will have prepared similar traffic data for other local government agencies.

GENERAL SCOPE OF SERVICES

This preliminary scope of work is presented as a reference. The selected firm will work with the City to develop the final scope of work.

The City of Mercer Island ("City") is requesting Statements of Qualifications (SOQs) from qualified firms to perform the traffic counts and speed surveys on an as needed basis in accordance with a Fee Schedule determined for each Task/Work Order. Services may include, but are not limited to, the following tasks:

1. General Traffic Counts — (Including capability of tube counts, video recording and video counts).
2. Certified Speed Radar Survey
3. 24 Hour Machine Speed and Volume Counts
4. Intersection Turning Movement Counts
5. Pedestrian & Bicycle Volume Counts
6. Origin-Destination Studies

STATEMENT OF QUALIFICATIONS Interested consultants are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding: Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Mercer Island and this project. Please also include information on your firm's approach and capacity to work on an accelerated project timeline. Provide a statement to the effect that the respondent understands and agrees to obtain a [City of Mercer Island business license](#) if selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Company Profile and Experience: Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in traffic data collection. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type.
3. Project Team and Key Personnel: Identify key staff who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have capacity to work on an accelerated project schedule.
4. References: Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references.

The City of Mercer Island reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations.

Submittals shall be no more than **5 single-sided pages** (excluding references) and will be submitted electronically. Submittals that do not address the items listed in the Statement of Qualifications section, exceed the 5-page limit or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

EVALUATION & AWARD

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

SUBMITTAL

Submit SOQs electronically to publicworks@mercergov.org no later than **2:00 p.m. on February 5, 2021**.

All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – CITY OF MERCER ISLAND TRAFFIC DATA COLLECTION".

CITY CONTACT

Questions regarding the project may be directed to Lia Klein, Transportation Engineer, at lia.klein@mercerisland.gov.

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.