

Request for Proposals (RFP)
Traffic, Parking, Pedestrian and Bicycle Study
City of Quincy
Quincy, Massachusetts



Notice

November 29, 2016 @ 11:00 a.m.

The City of Quincy, acting through the Office of the Mayor and its Traffic and Parking Department, desires a study to be completed for the **“Traffic, Parking, Pedestrian and Bicycle Citywide Study”**. This Request for Proposals seeks responses from those individuals or firms qualified and competent to provide the design and engineering services needed to complete a survey, research and current conditions assessment.

A non-mandatory briefing session shall be held on ***November 17, 2016 at 10:00 a.m.*** in Old City Hall, lower level, 1305 Hancock Street, Quincy, MA 02169.

Proposals will be received at the office of the Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169, until **Tuesday, November 29, 2016 at 11:00 a.m.**

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM}

If applicable, bids shall be in accordance with M.G.L. Chapter 7, or Chapter 30B, or Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R if applicable.

The Office of the Mayor and its Traffic and Parking Department shall determine the selected proposer(s). The City of Quincy reserves the right to withdraw the RFP; to reject any and all proposals; and to accept any proposals deemed to be in the best interest of the City of Quincy.

The Quincy Sun
The Central Register

Advertise
NOVEMBER 10, 2016
NOVEMBER 9, 2016

Req. No.
A112916 (TPAL)



City of Quincy, Massachusetts

Thomas P. Koch, Mayor

Request for Proposal

Traffic, Parking, Pedestrian and Bicycle Study

Proposals due November 29, 2016 @ 11:00 am
Late Proposals Shall be Rejected

Please Deliver Response/ Submission and Required Copies to:

Kathryn Hobin, Chief Procurement Officer
City of Quincy
Quincy City Hall
1305 Hancock Street
Quincy, MA 02169

The City of Quincy reserves the right to reject all responses/submissions

REQUEST FOR PROPOSAL

A. Introduction/Scope of Service

The City of Quincy, acting through the Office of the Mayor and its Traffic and Parking Department, desires a study to be completed for the Traffic, Parking, Pedestrian and Bicycle citywide. This Request for Proposals seeks responses from those individuals or firms qualified and competent to provide the design and engineering services needed to complete a survey, research and current conditions assessment.

Activities will commence upon selection of a consultant and issuance of a notice to proceed.

The cost of services, including fees and expenses, shall be negotiated between designer and City of Quincy. However, we still ask that the consultant provide a fee proposal for the work described herein.

The Chief Procurement Officer shall appoint a Committee who will evaluate all timely proposals. The Committee shall make a recommendation for award of a contract to the Chief Procurement Officer.

A non-mandatory briefing session shall be held on *November 17, 2016 at 10:00 a.m.* in Old City Hall, lower level, 1305 Hancock Street, Quincy, MA 02169.

All questions regarding this Request for Qualifications should be directed in writing to Kathryn Hobin, Chief Procurement Officer via facsimile to 617-376-1074 and/or email to purchasing@quincyma.com

All inquiries must be received by November 22, 2016 @ noon.

The City of Quincy reserves the right to reject all responses/ submissions/proposals.

Throughout this document, the terms "Request for Proposals" and "Request for Designer Services" may be used interchangeably. For the purposes of this document and the submissions in response hereto, the terms shall be deemed to be synonymous.

Project Objectives: To create a study of the Traffic, Parking, Pedestrian and Bicycle citywide. The items identified below shall be considered part of the *'Scope of Service'*.

If you have printed out this bid from the City of Quincy Website it is your responsibility to check for addenda (at www.quincyma.gov) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.

Traffic (Vehicular) Related items:

Signalized Intersections for locations on Attachment A

Identify and inventory all equipment at each location, including but not limited to, controller, signal unit, preemption equipment, pedestrian signals and buttons, traffic signals, etc.

Determine what equipment is functioning appropriately and list what isn't with the appropriate fix
Evaluate accident data.

Download current timing and phasing, etc. and provide in electronic format, as well as a format that can be included in GIS and Siemens Control Panel.

Create a drawing of existing roadway conditions, including each roadway approach, all traffic and pedestrian signal equipment, emergency vehicle preemption devices, detection devices, communications, ITS components, etc. in a format that can be included in GIS and Siemens Control Panel programs.

Create a report for each location including but not limited to the following:

- All inventoried information
- Existing system evaluation and needs assessment
- Alternatives evaluation and improvement options, including bicycle and pedestrian improvements
- Traffic Signal System Master Plan and Deployment Strategy
- Provide a short (1 to 3 years), mid (4 to 6 years) and long (7+ years) term projects (small, medium and large)
- Concept Design and cost Estimates

Perform a Citywide Traffic Flow Analysis

- Identify all major traffic flow patterns within the City, including pedestrian and cycling patterns in addition to vehicular traffic
- Evaluate Signage, Signals, and volumes within each traffic pattern
- Estimate Daily Vehicle Counts for each traffic pattern
- Prepare recommended improvements for each traffic flow pattern
- Identify cost/implementation time for each recommended improvement
- Identify or Estimate the Volume of Commuter traffic that passes thru the City on a daily basis

Evaluate Maintenance Process and Personnel of Traffic Signal Equipment

- Personal type of required for a City this size and type of experience
- Equipment needed of trucks, etc.
- Existing Maintenance Contract
- Signal Equipment inventory of what should be available to staff

Evaluate Existing Signs

- Inventory existing signs
- Verify again current ordinances
- Determine what signs exist that have an ordinance and what needs an ordinance
- Evaluate if the existing sign is appropriate for today and future use
- Evaluate where there is excessive signage and what can be removed to improve motorist compliance by reducing information overload
- Equipment needed of trucks, etc.

Review Maintenance Contract

Create a design policy for neighborhood streets to be included in the complete streets policy

Pedestrian and Bicycle Related Items:

Create a comprehensive inventory of the City's pedestrian and bicycle facilities/accommodations

Evaluate School Zones

Evaluate existing conditions and determine what improvements can be made

Concept Design and cost estimates

Evaluate un-signalized pedestrian crossings

Evaluate methods to reduce accidents

Concept Design and cost estimates

Evaluate timing and phasing for pedestrians at signalized locations

Evaluate existing bicycle detection and accommodations

Evaluate all pedestrian and bicycle accident data

Determine high accident locations in Quincy

Evaluate methods to reduce accidents

Concept design and cost estimates

Evaluate how well the City is serving bicyclist, elderly, children, disabled and pedestrian needs.

Identify demand zones for pedestrian crossings and access where none exists

Evaluate the connectivity for all pedestrians and bicyclists that includes both utility and stress level

Create a report for all the evaluated locations including but not limited to the following:

All inventoried information

Existing system evaluation and needs assessment

Alternatives evaluation and improvement options

Pedestrian System Master Plan and Deployment Strategy

Provide short (1 to 3 years), mid (4 to 6 years) and long (7+ years) term projects (small, medium and large)

Concept Design and cost Estimates

Create a bicycle report for all the evaluated locations including but not limited to the following:

All inventoried information

Existing system evaluation and needs assessment

Alternatives evaluation and improvement options

Bicycle System Master Plan and Deployment Strategy

Provide short (1 to 3 years), mid (4 to 6 years) and long (7+ years) term projects (small, medium and large)

Concept Design and cost Estimates

Evaluate Pedestrian and Bicycle Access to all MBTA Stations within the City

Identify Pedestrian and bicycle volumes accessing each T station

Identify Pedestrian walking patterns and bicycle patterns for each T station

Identify Safety Issues requiring immediate attention

Identify and prepare costs for recommended improvements for each pattern

Create a policy on marked pedestrian crosswalks and bicycle infrastructure implementation

Create a Complete Streets Policy

Includes a vision for how and why the community wants to complete its streets

Specifies that all users includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.

Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way.

Makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions.

Encourages street connectivity and aims to create a comprehensive, integrated, connected network for all modes

Is adoptable by all agencies to cover all roads.

Directs the use of the latest and best design criteria and guidelines while recognizing the need for flexibility in balancing user needs.

Directs that Complete Streets solutions will complement the context of the community.

Establishes performance standards with measurable outcomes.

Includes specific next steps for implementation of the policy

Public Parking Related items:

Perform a needs assessment, including use of existing parking spaces and city-wide demand for parking

Examine and Identify Neighborhood Parking issues

- Review on street parking policies

- Review on street overnight parking policies

- Examine/review driveway parking utilization

- Prepare recommended solutions/improvements to address neighborhood parking issues.

Visitor parking assessment including visitor parking locations, visitor parking policy and way-finding.

Operational assessment, including Parking Department customer service, staffing, enforcement, equipment, financial condition and other aspects.

Parking technology assessment.

Parking facility assessment, including current condition and a 10-year facility maintenance and replacement plan.

Financial analysis, including operational costs, fee structure, sources of revenue, and financing of improvements.

Production of a Parking Department Master Plan that will guide parking operations and facilities for the next 10 years.

Public Meetings

Informational gathering: 1 per ward ó one for traffic, one for parking, one for pedestrian & bicycles and one for Complete Streets

Residents analyze an intersection to comment on livability, connectivity and safety: 1 or 2 locations depending on number of attendees.

Final report meeting: 1 per ward

Miscellaneous Items:

For all master plan and deployment strategy projects, determine what ones can be done together to minimize disruption due to construction and construction costs.

Help create a driver, pedestrian and bicycle education plan.

Establish a Citywide Safe Routes to School Program

The selected consultant shall be available to participate in such community outreach as determined to be necessary by the City

The parties may later agree to expand the Scope of Services to be provided by the Consultant upon completion of the Scope as herein outlined. Expansion may include the preparation of specification documents, final plans and/or construction drawings or contracts and oversight of construction activities. Any additions or extensions of the contract will be the subject of future monetary negotiations based on the pricing listed below.

Qualifications of the Consultant

1. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract any work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's team by name, including the name of individuals to be assigned to this project who are employed by or contracted to any business entity on the team, with a summary of each individual's and entities' qualifications statement, including academic and professional work experience attesting to its capacity to properly, professionally and fully perform the work detailed in this Request for Qualifications. Resumes are required for all project personnel. Include a description of the consultant's team's experience.
3. A description of the consultant's approach to this project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the City of Quincy.
4. Consultants must meet the following minimum criteria:
 - Certified civil and traffic engineers
 - Familiarity with state and federal transportation standards
5. A client reference list, with names, addresses, and telephone numbers for clients for whom the consultant has performed similar studies in the past.
6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the submission, including work samples from similar completed projects.

7. Completed Fee Proposal Form, **Attachment B**.

8. Evidence of the required insurances.

9. All information pertaining to the consultant so as to allow the selection committee to review the submission utilizing the Selection Criteria set forth in **Section F**.

Any submission that fails to include all of the above information may be rejected as unresponsive, and may not be afforded a complete review by the evaluation committee.

F. Selection Criteria

The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview. Submissions shall be evaluated using the following criteria.

Following the rating of all fully responsive submissions, the Selection Committee appointed by the Chief Procurement Officer may choose to interview the top finalists.

- Training/educational background appropriate to the project as described in the Request for Proposals of all project personnel, including professional experience above and beyond the minimum qualifications.
- Depth of experience with similar projects, and prior experience
- Identity and qualifications of all project personnel.
- Strength and credibility of client references.
- Demonstrated understanding of the tasks to be performed and products to be created.
- Demonstrated familiarity with Complete Street Policies
- Completeness of submission.
- Current workload and ability to undertake the contract based upon the number and scope of projects for which the consultant is currently under contract.
- Geographical proximity of the consultant to the project site or willingness of the consultant to make site visits.
- Desirability of approach to project, and demonstrated understanding of the community's historic and cultural resource protection needs.
- Excellence of communication skills
- Willingness and availability to participate in community outreach as determined to be necessary by the City.
- Willing to explore, propose and implement green energy systems and finishes into our project.
- Familiarity with the area; streets, roads and by laws of the City of Quincy.
- Interview, if conducted
- Additional criteria that the selection committee considers relevant to the project.

Comparative Evaluation Criteria

Comparative Evaluation Criteria will be applied uniformly to all proposals. Each criterion shall be rated as follows:

- 1) **Unacceptable** 0 points - submission does not address the elements of this criterion
- 2) **Not Advantageous** 1 point - submission does not fully meet the evaluation criterion or leaves a question or issue not fully addressed
- 3) **Advantageous** 2 points - submission meets evaluation standard for the criterion
- 4) **Highly Advantageous** 3 points - submission excels on the specific criterion.

1: Training/Educational Background

Training/educational background appropriate to the project as described in the Request for Qualifications of all project personnel, including professional experience above and beyond the minimum qualifications

Points	Rating	Description
0	Unacceptable	The proposal indicates evidence of training or educational background in discipline necessary to complete this project of less than a bachelor degree.
1	Not Advantageous	The proposal indicates evidence of training or educational background in discipline necessary to complete this project of only a bachelor degree.
2	Advantageous	The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a bachelor degree and five or more years actual experience in one or more area of expertise in consulting necessary to complete this project.
3	Highly Advantageous	The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a master's degree in one or more area of expertise in consulting necessary to complete this project.

2: Experience

Has a depth of experience with similar projects, and prior experience and beyond the minimum qualifications outlined in this RFP.

Points	Rating	Description
0	Unacceptable	The proposal indicates no evidence of experience with similar projects, and prior experience with comprehensive traffic, parking, bicycle and pedestrian studies
1	Not Advantageous	The proposal indicates evidence of experience with similar projects, and prior experience with other comprehensive traffic, parking, bicycle and pedestrian studies
2	Advantageous	The proposal indicates evidence of experience with similar projects, and prior experience with other Complete Street policy and DOT projects of between nine and fifteen years.
3	Highly Advantageous	The proposal indicates evidence of experience with similar projects, and prior experience with other Complete Street policy and DOT projects of more than fifteen years.

3: References

Strength and credibility of client references.

Points	Rating	Description
0	Unacceptable	The proposal indicates no strong and credible client references with contact information.
1	Not Advantageous	The proposal indicates less than five strong and credible client references with contact information.
2	Advantageous	The proposal indicates six to ten strong and credible client references with contact information.
3	Highly Advantageous	The proposal indicates eleven or more strong and credible client references with contact information.

4: Qualifications

Professional qualifications of the consultant and all project personnel, including professional experience above and beyond the minimum qualifications outlined in the Request for Qualifications.

Points	Rating	Description
0	Unacceptable	The proposal fails to indicate a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work within the City's schedule.
1	Not Advantageous	The proposal fails to provide either evidence of a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work within the City's schedule.
2	Advantageous	The proposal provides a history of the firm/applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work within the City's schedule.
3	Highly Advantageous	The proposal provides a detailed history of the firm/applicant indicating a well-established firm/applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work within the City's schedule.

5: Understanding Scope of Work

Desirability of approach to project, and demonstrated understanding of the community and a familiarity with Complete Street Policies.

Points	Rating	Description
0	Unacceptable	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	Not Advantageous	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	Advantageous	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.
3	Highly Advantageous	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

6: Quality of Past Work

Prior successful experience with municipalities providing consulting services for similar cities and towns. Quality of past consulting services as evidenced by Reports, Master Plans and Deployment Strategy (Traffic, Bicycle and Pedestrian)

Points	Rating	Description
0	Unacceptable	None of the sample submissions submitted by the firm/applicant are clear and complete and/or have relevance to the services being solicited under the RFQ.
1	Not Advantageous	One or two of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFQ.
2	Advantageous	All of the sample submissions submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ.
3	Highly Advantageous	All sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style.

7: Communication and Presentation

Excellence of communication and graphic skills.

Points	Rating	Description
0	Unacceptable	The written and graphic response submitted by the firm/applicant is both unclear and incomplete.
1	Not Advantageous	The written and graphic response submitted by the firm/applicant is either unclear or incomplete.
2	Advantageous	The written and graphic response submitted by the firm/applicant is clear and complete, and fully covers the relevant subject matter.
3	Highly Advantageous	The written and graphic response submitted by the firm/applicant is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

8: Familiarity with area

Knowing the area so to have the ability to begin work on an immediate basis.

Points	Rating	Description
0	Unacceptable	The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.
1	Not Advantageous	The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.
2	Advantageous	The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.
3	Highly Advantageous	The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.

H. Project Fee

The City of Quincy will negotiate a fee for the Scope of Services described herein with the consultant ultimately chosen. Fee negotiated shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Attachment A and the entire Request for Qualifications.

Submissions must include a completed Attachment B: Fee Proposal Form. This form is for City of Quincy purposes should the job run over and above initially contracted for. The selection committee will select the most overall advantageous proposal.

I. Withdrawals

Respondents may only withdraw a submission when the request to do so is received in writing by the Chief Procurement Officer prior to the time and date of the proposed opening.

J. Waiver/Cure of Minor Informalities, Errors or Omissions

The City reserves the right to waive or permit the cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondent and to take any measures with respect to this Request for Qualifications in any manner necessary to serve the best interest of the City.

K. Rejection of Submissions, Modification of Request for Qualifications

The City reserves the right to reject any and all responses if it determines, within its sole discretion that it is in the City's best interest to do so. This Request for Qualifications does not commit the City to select any Respondent, award any contract, pay any costs in preparing a submission, or procure a contract for any services. The City also reserves the right to cancel or modify this Request for Qualifications in part or in its entirety, or to change the Request for Qualification guidelines. A Respondent may not alter the Request for Qualifications or its components.

Submit 1 original hardcopy and 1 copy of the response to this Request for Proposal, as well as an electronic version in PDF format on a thumb drive.

The submission in response to this Request for Qualifications shall be sealed in an envelope, which envelope is to be addressed to the Chief Procurement Office at the address detailed below.

L. Price and Non-Price Proposal

Price Proposal

Price Proposals must be in a separate sealed envelope. The outside of the envelope must be marked with "RFP- Price Proposal for **“Traffic, Parking Pedestrian and Bicycle Study”** and with the **Proposer’s name** and the date and time submitted.

The Proposer shall submit a listing of hourly billing rates for those staff and positions it anticipates assigning to the project(s). The billing rates shall include all charges to the City of Quincy including salary, overhead, indirect costs and profit. Identifiable expenses may be charged separately without markup - typical additional charges not included in the basic hourly rate such as travel time, mileage, copying, telephone, faxing, and any others. The rates of all technical personnel whose use is anticipated shall be specifically noted for each service on which a proposal is submitted and shall be considered the price proposal page.

Non-Price Proposals:

The Non-Price Proposal must be in a sealed envelope. The outside of the envelope must be marked with "RFP- Non-Price Proposal for **“Traffic, Parking Pedestrian and Bicycle Study,”** and with the **Proposer’s name** and the date and time submitted.

M. Certification Documents to Submit with RFP (EXHIBIT C)

The City of Quincy requires that each applicant submit with its response the following certifications:

Tax Compliance Certification

Certification Relating to Debarment and Suspension

Signature Authorization (or corporate certificate of authority)

Indemnity Form

Non-Collusion Form

N. Award

The Committee shall recommend award at the conclusion of their review and scoring of proposals. The best price for this proposal is the lowest price offered by a Proposer deemed to have complied with the requirements and Selection Criteria for this RFP.

The Committee shall recommend award at the conclusion of their review and scoring of proposals. The best price for this proposal is the lowest price offered by a Proposer deemed to have complied with the requirements and Selection Criteria for this RFP.

Submissions should be addressed to:

**KATHRYN HOBIN, CHIEF PROCUREMENT OFFICER
CITY OF QUINCY
1305 Hancock Street,
Quincy, MA 02169**

The final date for submission of proposals is **11:00 a.m. on November 29, 2016**

ATTACHMENT A

**MARC – TRAFFIC SIGNAL SYSTEMS
(3 PAGES)**

MARC Traffic Signal Systems EXHIBIT A

Crown Colony

Burgin Parkway at Penn / MBTA
Center St. at Burgin Parkway
Center St. at Crown Colony Drive

Downtown

Granite St. at Burgin Parkway
Hancock St. at Adams / Dimmock / Whitney
Hancock Street at Granite Street
Hancock Street at Temple Street
Hancock Street at Washington St.
Washington St. at Coddington / Temple St.

Franklin Street

Franklin St. at Parkingway / School St.
Franklin St. at Water Street
Franklin at School / Saint John's

Hancock Street

Beal Street at Greenwood Ave.
Hancock St at Beach St / Beal St
Hancock St at Billings Rd
Hancock St at E / W/ Squantum Sts.
Hancock St. at Elm Ave / Wollston Ave
Hancock St at Glover Ave
Hancock St at Hayward St / Post Office
Hancock St at Linden St
Hancock St at Hannaford's Site Drive
Hancock Street at Woodbine / Willett Sts.

Hancock Street - Merymount

Hancock St at Merrymount Parkway
Hancock Street at St. Ann's Road

Newport Ave - Heritage

Newport Ave at Enterprise Drive
Newport Ave at Heritage Drive
Newport Ave at Myrtle Street
Newport Ave at Hancock Street

Newport Ave. - Holbrook

Newport Ave at Beal St / Grandview Ave
Newport Ave at Brook Street
Newport Ave at Hobart Street
Newport Ave at Holbrook Street
Newport Ave N BD. Ramp at W. Squantum St
Newport Ave S BD. Ramp at Arlington/ Fayette / W. Squantum St
W. Squantum St at Belmont / Division Sts.

Quincy Ave.

Quincy Ave. at Scammell St
Quincy Ave. at Water St.

Quincy Center Concourse

Quincy Center Concourse at Burgin Parkway
 Quincy Center Concourse at Parkingway

Southern Artery

Southern Artery at Sea / Coddington Sts.
 Southern Artery at McGrath Highway
 Southern Artery at Brackett / Field Sts.
 Southern Artery at Pond St. / CVS
 Southern Artery at Edison Park

Willard Street

Willard Street at Batterymarch Park
 Willard Street at Ames Street
 Willard Street at West / Wesson Sts.

FUTURE MARC Traffic Signal Systems**Southern Artery - Southeast**

Southern Artery at Cove Way
 Southern Artery at Washington St.
 Southern Artery at Fifth Street
 Southern Artery at South Street
 Southern Artery at South St. (DesMoines Rd.)

Willard Street - North

Willard St. at Robertson St.
 Robertson St. at Quarry St.
 Willard St. at Home Depot
 Willard St. at Bates Ave. / Crescent St.

Washington Street - Point

Washington Street at South Street
 Washington St. at Chubbuck St. / Hersey Place
 Washington St. at Saint Joseph's Church

Isolated Traffic Signal Systems

Billings Rd at Beach St.
 West Squantum Street
 at Harvard St.
 Adams St. at Beale St.
 Sumner St. at Main St.
 Sumner St. at Washington St.
 Quincy Ave. at Southern Artery
 Quincy Ave. at East Howard St.
 Sea St. at Norton Rd / Moffat Rd
 Sea St. at Palmer St.
 Water St. at Granite St / Copeland St.
 Kendrick Ave. at Alton Rd
 Kendrick Ave. at Franklin St.
 Independence Ave. at Franklin St.
 Quarry St. at Hall Place
 Quarry St. at Common St.
 Granite St. at Whitwell St.
 Granite St. at Granite Connector
 Centre St. at Common St. / West St.

Flasher / Pedestrian Traffic Signal Systems

East Squantum Street

at Atlantic Street
at Bayfield Road

Hancock Street

at St. Ann's Church
at Myrtle St. Not working
at Walnut St. Not working

Beale St. at Taylor St.

West Squantum & Harriet Ave Not working on flash

Quincy Ave. at QFD HQ

Sea St. at Peterson Rd.
Sea St. at Darrow St.

Water St. at Lincoln Hancock School
Water St. at Phipps St. Gone

Isolated Flasher Traffic Signal Systems

Newport Ave. & Ramp to West Squantum St. yellow
Pleasant St & Quincy St red 4 way

School Zone Flasher Traffic Signal Systems

				Start Time	End Time	Half Day
North Quincy High School				7:45	2:30	12:30
Quincy High School				7:45	2:30	12:30
Central Middle School				8:15	2:30	12:15
Atlantic Middle School	2/2	Hollis Ave		8:15	2:30	12:15
Sterling Middle School	1/0	Granite St.	Solar powered	8:15	2:30	12:15
Point Webster Middle School				8:15	2:30	12:15
Broad Meadows Middle School				8:15	2:30	12:15
Squantum School				8:15	2:30	11:25
Parker School	3/1	Billings Rd & Faxon Rd.		8:15	2:30	11:25
Beechwood Knoll				8:15	2:30	11:25
Montclair School	2/1	West Squantum St.		8:15	2:30	11:25
Wollaston School	2/2	Beale St.		7:45	2:00	11:25
Merrymount School				7:45	2:00	11:25
Atherton Hough School	3/1	Sea St		7:45	2:00	11:25
Della Chiesa School			AM	7:35	10:15	
Della Chiesa School			PM	11:10	1:50	
Clifford Marshall School				8:15	2:30	11:25
Snug Harbor School	1/0	Palmer St.		8:15	2:30	11:25
Lincoln - Hancock School				7:45	2:00	11:25
Bernazzani School				7:45	2:00	11:25

ATTACHMENT B

**REQUEST FOR QUALIFICATIONS
FEE PROPOSAL FORM**

Traffic, Parking, Pedestrian and Bicycle Study.
QUINCY, MASSACHUSETTS

The parties may later agree to expand the Scope of Services to be provided by the Consultant upon completion of the Scope as herein outlined. Expansion may include the preparation of specification documents, final plans and/or construction drawings or contracts and oversight of construction activities. Any additions or extensions of the contract will be the subject of future monetary negotiations based on the pricing listed below.

PROFESSIONAL SERVICES, Hourly Rates:

1. _____
Project Engineer

2. _____
Licensed Architect

3. _____
Other essential personnel

4. _____
Other essential services

CONSULTANT INFORMATION

Company Name: _____ Contact Name: _____

Street Address: _____ Signature: _____

City/State/Zip: _____ Title: _____

Telephone: _____ Fax: _____ Date: _____

E-Mail Address: _____

Bidder acknowledges receipt of _____ Addendum (a). _____
(Signature)

“SAMPLE” CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT made this _____ day of _____, 20____, by and between the City of Quincy, hereinafter called the “City” and _____, doing business as _____ (entity type) located at _____, hereinafter called the “Consultant”.

WITNESSETH, that the City and the Consultant, for consideration hereinafter stated, agree as follows:

ARTICLE 1 – THE CONTRACT SUM

The City shall pay the Consultant in current funds for the performance of the work the contract sum not to exceed _____ according to the payment terms detailed in the City’s Request for Proposals attached hereto and incorporated by reference herein.

ARTICLE 2 – SCOPE OF WORK

The Consultant shall perform all the work specified in the City’s Request for Qualifications relative to the design and implementation of a new animal shelter/ animal control/ canine unit each of which are attached hereto and by this reference incorporated herein.

ARTICLE 3 – TIME OF PERFORMANCE

The Consultant shall commence work under this CONTRACT upon formal acceptance of the contract by the City. All services shall be performed within six weeks of the formal acceptance of this contract.

ARTICLE 4 – CONTRACT AMENDMENTS

All amendments, change orders or any changes to the provisions specified in this contract can only occur when mutually agreed upon by the City and the Consultant. Further, such amendments, change orders or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Chief Financial Officer prior to execution by the awarding authority. No amendment, change order or change to the contract provisions shall be made until after the written execution of the amendment, change order or change to the contract by both parties. All amendments, change orders and changes to the contract shall be in accordance with M.G.L. Chapter 30B, Section 13, M.G.L. Chapter 7, § 38A ½ O, and all other Massachusetts Laws and City Ordinances.

ARTICLE 5 – INSURANCE REQUIREMENTS

The Consultant hereby agrees to indemnify and save harmless, the City, its officers, agents and employees, from and against any and all claims arising out of the negligent acts, errors or omissions, property damage, and bodily injury of the Consultant.

The consultant will, at its own expense, maintain and keep in force all insurance required by law for its employees; including Disability, Worker’s Compensation, Unemployment, and public liability insurance, at least as herein after set forth so as to protect it and the municipality from claims for personal injury and property damage for the duration of the project.

A comprehensive general liability insurance policy with the following limits of coverage: Bodily Injury, One Million Dollars (\$1,000,000.00) each occurrence, Property Damage, One Million Dollars (\$1,000,000.00) each occurrence and One Mill Dollars (\$1,000,000.00) aggregate of all claims per occurrence.

The insurance shall be issued by an insurer who is licensed and authorized to do business in the Commonwealth of Massachusetts.

The Consultant shall maintain insurance satisfactory to the municipality covering any and all property damage, or bodily harm which may be suffered by reason of neglect of the consultant, its employees or agents during the execution of the project.

ARTICLE 6 – PAYMENT TERMS

The City agrees to pay the consultant upon satisfactory completion according to the payment terms detailed in the City’s Request for Qualifications.

ARTICLE 7 – CONTRACT DOCUMENTS

The following, together with this document form the CONTRACT and all are as fully a part of this contract as if physically attached to the contract or repeated herein.

1. This Contract;
2. Amendments, change orders or other changes mutually agreed upon as above;
3. The City's Request for Qualifications;
4. The Consultant's submission in response to the Request for Qualifications;
5. All required certifications;
6. Certificate of corporate vote, if applicable;

ARTICLE 8 – CONTRACT TERMINATION

The City may suspend or terminate this contract by providing the Consultant with ten (10) days written notice for reasons outlined as follows:

1. Failure of the Consultant, for any reason, to fulfill in a timely and proper manner its obligations under this contract.
2. Violation of any of the provisions of the contract by the Consultant.
3. A determination by the City that the Consultant has engaged in fraud, waste, mismanagement, misuse of the funds, or criminal activity with any funds provided by the Contract.

ARTICLE 9 – INDEMNIFICATION

The Consultant shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the Consultant, and shall exonerate, indemnify and hold harmless the City's officers, agents, and all employees from said requirements and local taxes and contributions imposed or required under the Social Security, Worker's Compensation and Income Tax Laws. Further, the Consultant shall exonerate, indemnify and hold harmless the City with respect to any claim, damages, expenses, or attorney's fees arising from or in connection with the Consultant's negligent performance of the work performed under this contract. This shall not be construed as a limitation of the Consultant's liability under the contract or as otherwise provided by law.

ARTICLE 10 – APPLICABLE LAWS, REGULATIONS

The Consultant agrees to comply with other applicable laws, regulations or ordinances affecting the successful completion of this contract. Such laws, regulations, or ordinances included by are not limited to: Prevailing Wage laws, if applicable, Responsible Employer law or Ordinance and Non-discrimination laws.

The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, persons and employees.

ARTICLE 11 – ASSIGNMENT SUBJECT TO APPROVAL

No rights or liabilities under the contract shall be assigned or subcontracted without the express written approval of the City.

ARTICLE 12 – TAX COMPLIANCE

The Seller certifies under penalties of perjury that it has filed all state sales tax returns, paid all state taxes and is otherwise in compliance with the laws of the Commonwealth of Massachusetts relating to taxes.

ARTICLE 13 – NON-COLLUSION CERTIFICATION

The Seller certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

ARTICLE 14 – SEVERABILITY

If any term or provision of this contract or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of the contract, or the application of such term or provision to persons or

circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this contract shall be valid and enforced to the fullest extent permitted by law.

ARTICLE 15 – ENTIRE AGREEMENT

This contract represents the entire agreement of the City and the Consultant with respect to the services as defined in the Request for Qualifications and the Consultant's submission and supersedes any prior agreements, understandings and representations, whether written or oral.

EXHIBIT C

The City of Quincy requires that each applicant submit with its response the following certifications:

Tax Compliance Certification

Certification Relating to Debarment and Suspension

Signature Authorization (or corporate certificate of authority)

Indemnity Form

Non-Collusion Form



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060
Fax: (617) 376-1074

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this ____ day of _____

Contractor Signature
By its duly authorized agent,

Contract Number _____

(Authorized Signature)



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Purchasing Department
1305 Hancock Street, Quincy, MA 02169

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SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME)

(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY)

(NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____.

by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

_____.

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____.



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1305 Hancock Street, Quincy, MA 02169

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Fax: (617) 376-1074

CERTIFICATE OF NON – COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)