

City of Pigeon Forge, Tennessee

Request for Qualifications (RFQ)
Notice to Consulting Engineers and Planners

Smart Signal Systems Improvements
and
Economic Recovery and Resilience Strategy

August 23, 2022

The City of Pigeon Forge, Tennessee is the Administrative Agency for this project. The project covers a multi-jurisdictional partnership between Sevier County, the City of Gatlinburg, the City of Pigeon Forge, and the City of Sevierville (Partners). The members of this multi-jurisdictional partnership are all Equal Opportunity Employers. The City of Pigeon Forge, as the administrative agency, seeks to retain the services of a qualified Professional Consulting Firm to provide services related to the design and construction of an expanded smart traffic signal system, and preparation of an economic recovery and long-term resilience plan. The location of these services will be within Sevier County, Tennessee. Funding for this project is provided through a combination of federal, state, and local revenues.

Proposal Submission and Deadline

Interested firms should submit a qualifications package for the **Smart Signal Systems and Economic Recovery Strategy** project. The information contained in this RFQ summarizes the scope of work and requirements for the proposal package.

The City of Pigeon Forge will accept qualifications packages from proposing firms until **4:00 p.m., Thursday, September 15, 2022 at Pigeon Forge City Hall, Purchasing Department, 3221 Rena Street, Pigeon Forge, TN 37868.**

Qualification packages must be contained in a sealed envelope, and the label on the outside of the envelope must include the following information:

Attention: Eric Brackins, Assistant City Manager

Name of Proposing Firm: _____

Address of Proposing Firm: _____

Date and Time of Proposal Closing: 4:00 p.m., Thursday, September 15, 2022

Solicitation Name: **Smart Signal Systems and Economic Recovery Strategy**

Proposal packages received after the date and time of the closing indicated above will not be considered. The enclosed proposal package must include an Original Proposal, six exact copies, and an electronic copy in a single .pdf file on a CD/DVD or flash drive.

Questions regarding this RFQ scope of work must be submitted in writing to Mr. Brackins at ebrackins@cityofpigeonforgetn.com.

All questions and responses will be posted on the City's procurement website at <http://cityofpigeonforge.com/CityAdmin-BidInformation.aspx>. Those interested in reviewing this information must check this page regularly.

Project Scope

Sevier County and the Cities of Gatlinburg, Pigeon Forge, and Sevierville are located near the Great Smoky Mountains National Park. Tourism dominates the economy and jobs in this area. The purpose of this project is to improve traffic conditions along major corridors within the 4 jurisdictions by expanding the smart traffic signal system. The economic recovery and resilience plan will help the partners define resilience risks, assess future vulnerabilities, and evaluate strategies and priorities to support and enhance the regional economy.

This project involves two primary components outlined below:

- 1) The **design, bidding, and inspection for smart traffic signal improvements** that may include up to 55 existing signalized intersections. These improvements may include installation of one or more of the following items: state-of-the-art traffic detection cameras; new signal controllers; new signal cabinets and related equipment; ADA upgrades for pedestrian ramps and signals. Note, the construction and equipment purchases required to install the traffic signal system will be advertised as a future project bid document.
- 2) Preparation of a **Long-range Economic Recovery and Resilience Plan** for Sevier County and the Cities of Gatlinburg, Pigeon Forge, and Sevierville. This plan will include the following tasks:
 - a. **Develop a Sevier County Travel Demand Model (TDM)** – A TDM is needed to quantify the area's unique transportation issues, assess transportation needs, and evaluate traffic impacts from future proposed developments. Model development includes all necessary tasks to prepare and develop a quality travel demand model and the necessary validation and sensitivity testing, documentation and training for the model, and traffic forecasts and scenarios. The proposing firm must demonstrate detailed knowledge of the area and past experience developing travel demand models. The final deliverable will be a validated travel demand model, model documentation, and training for partner staff.

- b. **Tourism Infrastructure Metrics and Tools** – Develop analytics and user-tools to evaluate impacts of changing visitor volumes, workforce travel, population growth, and business changes on infrastructure systems (major roads, utility systems, transit and mobility, energy and communication, and infrastructure for workforce housing).
- c. **Resilient Mobility Strategy** – Mobility is important to the area’s economy, safety, and resilience. This task will identify and characterize viable and beneficial mobility options for these communities to support the economy. The City of Pigeon Forge will serve as a test bed for this analysis; findings will be shared with all the partner communities. The final deliverable should include defined mobility projects, policies, and priorities.
- d. **Vulnerabilities and Resilience** – Assess resilience vulnerabilities to identify resilience risks and realistic options to reduce/mitigate future risks. The final deliverable will be a county-wide resilience report and list of specific projects and policies to improve community and economic resilience.
- e. **Sevier County Economic Recovery and Resilience Strategy** – This task will develop an Economic Recovery and Resilience Framework to support continued economic resiliency in Sevier County. The final deliverable for this task will be a strategy for the partner jurisdictions.
- f. **Funding and Financing Strategies** – Funding infrastructure systems is essential to this area’s economy. Additional financial resources are needed. The deliverable for this task will include a detailed funding and financing matrix and other viable funding resources to address infrastructure needs.
- g. **Tourism and Technology** – This task will identify relevant technologies and innovations to improve essential infrastructure supporting the area’s economy. The final deliverable will be a Transformational Resilience report identifying viable and specific projects and technologies that could benefit this region.

Note, the selected Professional Consulting Firm will also be expected to assist the City of Pigeon Forge by providing grant administration support for the project.

Qualifications Proposal Requirements:

Qualified firms submitting on this RFQ must have experienced professionals with demonstrated expertise in the work described in this RFQ. Proposals must contain the required information outlined below:

- a) All proposals must include a letter signed by an authorized representative of the proposing firm. Title of person(s) authorized to make representations for the firm should be included.
- b) In order to be considered, firms proposing on this project must have current prequalification with the Tennessee Department of Transportation's (TDOT) for engineering design and engineering and inspection (CEI) services and have an unlimited status.
- c) Firms and their employees must provide evidence they comply with applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 18 (Land Surveyors).
- d) Firm Profile -
 - Brief history of the firm, including year established, corporate structure, and ownership of the firm
 - The name and resume of firm's project manager including that person's qualifications.
 - Include a detailed organization chart with primary staff, project roles, categories of services to be performed, and all sub-consultants to be utilized on the project.
 - Resumes of key staff who will conduct this work, including staff from proposed subconsultant team members. Resumes should contain information including current employer, years with their current employer, total years of experience, education, licensing, professional credentials, and relevant work on past projects.
- e) Firm Qualifications and Experience
 - Provide an overview of the firm's expertise with projects of a similar scope and scale over the past five years to demonstrate knowledge and experience addressing RFQ components. Describe the firm's specific role in the projects, key personnel who worked on the project(s) who will be available to work on this project, and the firm's performance meeting project schedule.
 - Provide three references for past work completed by the firm. Include reference name and contact information and a brief description of project completed for the reference. The City of Pigeon Forge will contact listed references.
- f) Firm Approach
 - Briefly describe your firm's approach to completing the scope of work for this project.

Selection Process and Evaluation Criteria:

This is a qualification-based selection process. The Lead Administrative Agency and Consultant Evaluation Committee will evaluate the qualifications of the responses and will select one firm. The factors to be considered in evaluating proposals are outlined below:

1. Understanding of Required Services and Project Experience – 20% Past experience working with local governments on similar projects; past experience with federal and state funded projects; demonstrated experience in advanced traffic engineering and planning projects.
2. Firm Technical Capability and Staff Qualifications – 20% Firm’s capabilities based on previous similar projects and references; qualifications and availability of staff proposed for this project; demonstrated ability to meet schedules and work within project budgets.
3. Project Approach – 20% Firm’s project approach to scope of work described in the RFQ.
4. Technical Innovations – 20% Firm’s experience in traffic signal design including traffic responsive and adaptive control systems, travel demand modeling experience; experience with CEI related to traffic signal projects; experience developing and implementing integrated and innovative planning projects.
5. Accessibility/Location Knowledge – 20% Firm availability to perform the project, knowledge of the area, and accessibility to project partners to facilitate project coordination and collaboration that will be essential to achieving the objectives of this project.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority/women-owned firms are encouraged to respond to all advertisements by the City of Pigeon Forge. The City of Pigeon Forge reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Pigeon Forge is not responsible for delays caused by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Pigeon Forge is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.