



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
RFQ #F24-11-099**

**Design Services for Safe Streets For All (SS4A) Planning And
Demonstration**

for

DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ #F24-11-099**

Procurement Contact: Margaret Almanzar
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9794

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED.

Email your RFQ Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. DO NOT submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, any mandatory required exhibits, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	11/14/2024
Pre-Qualification Conference	Not anticipated at this time
Inquiry Deadline	11/21/2024 by 2:00 p.m. emailed to purchasing@greeleygov.com
Final Addendum Issued	12/3/2024
Qualifications Due Date	12/12/2024 by 2:00 p.m. emailed to purchasing@greeleygov.com
Interviews (tentative)	12/19/24-1/3/25
Notice of Award (tentative)	1/13/2025

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“Public Viewing Copy: The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$541M with a fiscal year that starts Jan 1st, and employees over 1,200 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 8,500 students and six colleges as well as Aims Community College, which has served the community since 1967.

B. Overview

The goals of the SS4A Planning and Demonstration Grant are to target the elimination of all fatal and injury crashes in the City of Greeley. To that end, the City is targeting effective countermeasures which reduce the kinetic energy of crashes, particularly emphasizing Vulnerable Road Users (VRU)s. These include treatments which reduce vehicle speeds, change the angle of collision, as well as reduce the likelihood of a crash from occurring. The City of Greeley Comprehensive Safety Action Plan (CSAP), funded by a SS4A Planning grant, is nearing completion and likely to be approved by City Council by January, 2025. The results of this analysis will be utilized within this planning and demonstration efforts.

Subsequent to the Planning grant, the City was recently awarded a SS4A Planning and Demonstration grant to implement multiple safety projects across the City. A critical component of the demonstration grant is an evaluation of project safety effectiveness to inform future implementation citywide. The various proposed treatments are all intended to reduce vehicle speed, which is strongly correlated to safety and is one of the five principles of the Safe System Approach. The City has numerous locations with speed data collected at spot locations. Additionally, the City has purchased probe data supplemental to physical count data to determine the before and after speeds at various treatment locations. Before and after crash data analysis will be conducted to measure the effect on severity and frequency of crashes at pilot treatment locations in comparison to similar control locations. Other treatments will have additional measures like measuring citation counts and citywide high-end speeding (+10 mph over speed limit) as a result of speed radar or yield rates to pedestrians in crosswalks. This evaluation process creates a feedback loop informing the Comprehensive Safety Action Plan which can promote data-driven decision making for safety countermeasure implementation. Finally, the City will use the evaluation period to assess the maintenance costs of the infrastructure from a life-cycle perspective, collecting information on additional maintenance costs related to street plowing/sweeping as well as costs to maintain the infrastructure. This will enable a more true Benefit Cost Analysis which would be invaluable to the City as well as more broadly to other cost-conscious municipalities about where the highest value lies for various treatments.

The City will work together with the Colorado DOT (CDOT) Region 4 office on implementing treatments within the State Highway System. This is a critical partnership for the City as many of the roadways on the High Injury Network (HIN) are under CDOT jurisdiction.

C. Goals

- Rapidly plan and implement construction of quick-build infrastructure targeting locations on the High Injury Network (HIN) identified in the upcoming CSAP.
- Tie proposed sites into a cohesive network supporting transit and micro mobility expansion.
- Effectively reduce kinetic energy of crashes, particularly at conflict points between vehicles and VRUs.
- Effectively communicate and engage with residents, City Council and other stakeholders on proposed improvements
- Carefully research and implement methods for robust evaluation of the cost benefit effectiveness of safety measures throughout the asset life cycle.
- Bring Greeley streets within the demonstration areas to be “self-enforcing” toward vehicle speeds

- Target implementation of traffic calming features at and around contextually sensitive locations such as schools, parks, trails, and other locations generating a significant demand for VRUs.
- Focus on digital delivery of deliverables for greatest flexibility and accessibility of content. Dynamic web mapping and electronic plans are emphasized over their static alternatives and will receive the highest level of effort compared to PDF delivery. All digital material will need to be compliant with Colorado HB21-1110 for web accessibility, particularly following WCAG 2.1 AA standards.
- Provide a matrix with the various safety measures, benefit cost ratios and effectiveness in support of implementation grants.

SECTION II. STATEMENT OF WORK

A. Scope of Services

The scope of service is presented below. These tasks are intended to provide an outline of the tasks that will be completed by the consultant. The intent is for the selected consultant to develop a detailed scope of services and associated fees as part of the scoping and contract negotiation process. The project will be completed in three phases.

Base Phase: Pre-NEPA

Work includes performing street safety audits and determining areas of quick build infrastructure. This phase will complete preliminary design activities on identified locations, conduct public outreach and stakeholder engagement and submit documentation to FHWA for NEPA clearances. As part of the process, the consultant team will prepare a data management and collection plan, collect existing condition data as part of the pre and post demonstration reporting process.

Task 1: Road Safety Audits (RSAs) & Quick Build

Coordinate with the City to conduct RSAs to identify road safety issues at existing and/or future road segments and intersections and recommend targeted countermeasures to improve road safety. These audits will involve a systematic evaluation of specific corridors and intersections, focusing on reducing fatalities and serious injuries. Quick build strategies that can be rapidly deployed should be proposed to implement temporary, low-cost safety improvements. These improvements should include use of temporary materials in road safety countermeasures that slow speeds and make the roads safer and improve mobility for all users.

Task 2: Demonstration Planning, NEPA, and Design

The planning for demonstration projects will include the identification of feasible, temporary, but high-impact measures that can be rapidly deployed to test their effectiveness in real-world conditions. This planning will consider community input, traffic data, and safety priorities to ensure that demonstrations align with the City's Vision Zero goals.

Additionally, compliance with NEPA will be integral to the planning and demonstration activities, ensuring that any project proposed undergoes appropriate environmental reviews to assess potential impacts. The design phase will focus on creating detailed plans that meet both safety objectives and regulatory requirements, incorporating feedback from the demonstration projects while streamlining the pathway toward full-scale implementation.

Task 3: Stakeholder Engagement for VRUs and Equity

The consultant will work closely with the Public Works and Community Engagement teams to ensure meaningful outreach to a representative sample of the City's population, particularly focusing on VRUs and residents from equity-priority areas, including historically underserved, silent, and disengaged community members. The outreach program will prioritize gathering qualitative data through direct public feedback, with a strong emphasis on how SS4A implementation can benefit or impact residents of all ages, abilities, and backgrounds. By

highlighting the shared responsibility for safety within the transportation system, the program will foster a sense of community ownership and active participation to promote the culture of safety.

Proposals should demonstrate a strong commitment to inclusivity, equity-driven community engagement, and sensitivity to the diverse needs and perspectives of the City's residents. These include but are not limited to assess the impacts of proposed projects and strategies, establish prioritization criteria, and identify meaningful stakeholder engagement mechanisms. Strategies that focus on equitable and effective enforcement techniques should also be discussed.

Task 4: Before and After Studies of Safety Improvements

The consultant will conduct comprehensive Before and After Studies to evaluate the effectiveness of the SS4A demonstration improvements. These studies will include the collection of baseline data prior to implementation, such as crashes, traffic volumes, and speed measurements, as well as post-implementation data to assess the impact of safety improvements. The analysis will focus on key performance indicators. Additionally, cross sectional studies will be performed as well. While much of the research will be performed as observational studies, opportunities for true experimental study design will be pursued to better determine the causality of traffic calming countermeasures on key performance indicators.

Phase I: Final Design, Right-of-Way (ROW), and Utility Relocation

Upon receiving NEPA clearances, this phase will continue the design process to prepare final design and bidding documents. The work will likely involve separate construction documents and procurements for the Greeley Police Department in car mounted speed radars and dynamic speed display/feedback signs. All work is anticipated to be within City Right-of-Way. Utility relocation and coordination as needed will be done in this phase.

Task 1: Feasibility Studies

The consultant will conduct feasibility studies utilizing quick-build strategies with low-cost, temporary materials aimed at reducing crashes at identified high-injury networks and intersections. These studies will integrate findings from RSAs to ensure the proposed solutions address critical safety concerns and risks. Examples of potential solutions include assessing the feasibility of converting a 4-lane road to a 3-lane configuration using paint and posts, creating intersection bulb-outs with paint and posts, implementing 40-foot neckdowns or chicanes, and installing raised pedestrian crossings or speed tables, etc..

Task 2: MUTCD Engineering Studies

The task involves conducting engineering studies focused on improving roadway safety in accordance with the MUTCD. Examples of eligible activities proposed in these studies include the installation of rectangular rapid-flashing beacons (RRFBs) for VRUs, high-visibility crosswalk markings, and mid-block crosswalk lighting, among other safety enhancements.

Task 3: New Technology Pilot Program

This task aims to showcase the safety benefits of new technologies. This will include pilot testing in-car mounted speed radars for police vehicles and dynamic speed display or feedback signs.

Task 4: Final Design

The final design will include the preparation of all necessary plans and specifications required to implement the demonstration elements. The design process will prioritize a digital delivery approach, utilizing GIS and other BIM for Infrastructure systems where applicable. The final plans will be published using a combination of GIS

and CAD, allowing for greater efficiency and minimizing the effort spent on producing the physical plan sets, enabling more focus on the quality and effectiveness of the design itself.

Phase II: Construction and Closeout

This phase will include installing the demonstration elements, collecting post installation data in accordance with the data collection plan and submitting a report to the FHWA with the results of the demonstration project and recommended changes to the action plan for future implementation projects.

Task 1: Installation of Demonstration Elements

The construction package(s) must be prepared by the consultant for implementation of the demonstration elements. This material shall incorporate the plans and specifications prepared in Phase 1, as well as provide bid assistance through the purchasing process and construction inspection services necessary to complete the work

Task 2: Post Installation Data Collection

As a follow-up to installation, robust analysis of the post-installation information must be collected. Since the evaluation period is too short to effectively measure changes in crash patterns, other safety measures must be used to perform the evaluation. The City possesses various probe data information which may be utilized and supplemented as needed by data collection completed by the consultant.

Task 3: Planning and Demonstration Activities Report

A report shall be produced per the requirements of the USDOT outlining and detailing what must be included in the final report. The consultant shall comply with all grant requirements in this report.

Task 4: Updating Action Plan

The results of the final reports and evaluations shall both inform and update the original CSAP, providing the results of the evaluation and presenting new recommendations based on insights gained during the planning and demonstration grant process.

B. Period of Award

The completion date of providing the required qualifications and services shall be **December 31, 2026**.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

C. Minimum Mandatory Qualifications of Offeror

The Consultant (including sub-consultants) shall meet the following minimum mandatory qualifications for the proposal to be considered for evaluation. Any submittal not meeting a minimum qualification will be disqualified and cannot be considered for further evaluation.

- A clean record on SAM.gov or ability to get registered with SAM.gov within 30 days of the notice of selection.
- Have any required licenses and permits necessary to provide the services in the State of Colorado, if required for certifying plans, reports, etc. This includes all sub-consultants on their team. The Prime consultant shall be prequalified with the CDOT.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFQ #F24-11-099

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

Awarded offeror must present the City with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible offerors. The City reserves the right to assess offeror responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. **A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein.**

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

1. Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **Neither a qualification in its entirety, nor billing rates will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful offeror shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time. **A submission for this RFQ indicates acceptance of the terms and conditions of the contract.**

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the City of Greeley's Department of Communications and Engagement.

T. Certification of Independent Price Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor.
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:

- a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
 4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, contractor will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of contractor or consultant working in City facilities shall present a clean and neat appearance.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

- a) The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
- b) The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed **20** total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the **20** pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Statement of Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the Statement of Qualifications are received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications. This letter should also provide principal contact information for this RFQ, including address, telephone number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Include an itemized description of how your company meets each of the minimum mandatory qualifications outlined in Section II, C. Failure to meet or exceed these requirements will disqualify your response.

D. Company Information

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

E. Evaluation Criterion #1 - Company and Personnel Qualifications

1. Describe your customer service philosophy.
2. Provide information from at least three accounts of similar scope. Include, at a minimum, the following information:
 - 1) company name, 2) contact name, 3) phone number, 4) email address, 5) brief description of project scope and value completed by consultant, 6) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

2. List the number of people that you can commit to working on this project and the amount of time each is expected to spend on the project. Specific examples of personnel should be broken out to include at least the following disciplines:
 - a. Traffic Safety,
 - b. Research and Analysis,
 - c. Transportation Engineering
 - d. Community Outreach.
4. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager. Be sure to list qualifications of each team member, particularly safety related qualifications such as RSP1, PTOE, AICP etc.
 - a) Have a strong safety-oriented team, must include at least one primary team member with any of the following certifications: Roadway Safety Professional Level 1 (RSP1), RSP2I, RSP2B, or RSP2IB.
5. List the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project. Be sure to list qualifications of each team member such as RSP1, RSP2I, PTOE, etc.

6. Provide a specific timeline or schedule for the work. Specific mile markers must include but are not limited to the tentative deadlines for delivering the following work per the approved Intergovernmental Agreement with USDOT:
 - Planned NEPA Completion Date: 6/30/2025
 - Planned Final Supplemental Plan Publicly Available: 6/30/2025
 - Planned Construction Substantial Completion and open to public use: 6/30/2026
 - Planned SS4A Supplemental Planning Final Report Due: 11/30/2026
7. Describe the methods and timeline of communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

Evaluation Criterion #2 – Approach to Scope of Work

1. Describe how your team will rapidly and effectively implement a construction schedule of quick-build devices.
2. Describe how your team will build a robust research methodology for measuring the effectiveness of the infrastructure based on key performance metrics.
3. Describe how your team will measure the true lifecycle benefit cost of devices including initial installation, maintenance, and eventual hardening of the quick-build infrastructure.
4. Describe how the team will handle quality control, specifically how design issues would be monitored and resolved, plans checked and cross-referenced and bid documents ensured to be complete, accurate, and coordinated with subcontractors.
5. Describe the approach to post construction monitoring and analysis.

Evaluation Criterion #3 – Research Background

1. Team must include at least 1-2 team members with a robust research background for analysis of safety countermeasure effectiveness. Research must be led by a 3rd party partner to provide an independent assessment of safety effectiveness.
2. Prior experience with experimental and observational study design is a significant plus. Team should have knowledge of before-after and cross-sectional studies to evaluate the impact of treatments on various safety performance measures.
3. Submittal should include links to prior before-after/cross sectional study research completed by team members

Evaluation Criterion #4 - Public Outreach and Stakeholder Engagement

1. Describe your approach to public outreach and stakeholder engagement of all Greeley community. Describe any innovative tools and strategies the team plans to employ on this project to maximize public outreach, particularly to historically disengaged groups, City Council, State and Federal stakeholders.

F. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a selection committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria and their accompanying weighting:

List Evaluation Criteria Here:

1.	Company and Personnel Qualifications	30 Points
2.	Approach to Scope of Work:	45 Points
3.	Research Background	10 Points
4.	Public Outreach and Stakeholder Engagement	15 Points

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Billing Rates and Direct Expenses

The offeror shall submit a billing rate schedule listing the professional classifications of staff and their hourly billing rates. This includes any sub-consultants being proposed as part of the offerors' team. Any other pricing information will not be considered. Billing rates shall be valid for through at least December 31st, 2025. An acceptable escalation rate will be negotiated with the selected consultant for the following year. Direct expenses, whether by prime or sub-consultant will be direct pass through to the City and no markup will be allowed on direct expenses. Mileage, hotel and per diem expenses will be per Federal/IRS guidance. **Billing rates will not be part of the evaluation process and will not be considered by the selection team.**

C. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

**EXHIBIT 2
SAMPLE CONTRACT**

[COG Professional Services for F24-11-099.pdf](#)

EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT
(Include one for each sub-consultant as applicable)

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

Exhibit 5

Intergovernmental Agreement

[Exhibit 5 - Draft Intergovernmental Agreement.pdf](#)

Exhibit 6

SS4A Planning and Demonstration Grant Application

[Exhibit 6 - SS4A Planning and Demonstration Grant Application.pdf](#)

Exhibit 7

Greeley Comprehensive Safety Action Plan Report

[COG Safety Action Plan Draft.pdf](#)