

**Miami Shores Village
Request for Qualifications
For
Village Wide Traffic Study**

November 2015

Part One- General Information

A. Introduction

Miami Shores Village is soliciting responses to this Request for Qualifications (RFQ) from Professional Traffic Engineers/Engineering Firms interested in providing consultant services to complete a Village wide Traffic Study. The purpose and goal of the study is to identify particular locations which present speeding/traffic volume problems, determine whether and where traffic calming measures are needed and if so to develop policies as to what type of traffic calming measures are recommended for that particular street location in order to reduce any identified speeding and/or traffic volume problem for that particular street.

The Traffic Engineering/Engineering Firm's team qualifications will be accepted until **2:00PM December 7, 2015** in the office of the Village Clerk at Miami Shores Village, 10050 NE 2nd Avenue, Miami Shores Florida 33138. Please provide **10 copies** of your submittal with the following information:

- **Qualifications of your firm including past experience conducting municipal traffic studies.**
- **Experience of the Traffic Study project manager and his/her team.**
- **The Methodology your firm will use to accomplish the goals of the scope of services.**

Envelopes must be sealed and plainly marked **Miami Shores Village Traffic Calming Study**. The following is the anticipated schedule for the selection process. Should any dates change, an addendum will be issued to clarify.

- **November 20, 2015 Mandatory Pre-Submittal Conference**
- **December 7, 2015 Deadline for Qualifications Submittal**
- **December 11, 2015 Announcement of Short Listed Firms**
- **December 18, 2015 Presentations from Short Listed Firms**
- **January 5, 2016 Short List approved by Village Council**
- **January 8, 2016 Negotiate contract with #1 ranked firm**
- **January 19, 2016 award contract to #1 ranked firm**

A. Background

Miami Shores Village is generally located east of I-95 in Miami Dade County between 91 Street to 115 street from NW 2nd Avenue east to Biscayne Bay including some pockets in

the NW and SW corners of the Village that go as far west as NW 6th Avenue. The Village is primarily a single family residential community approximately 2.5 square miles and has a 2010 population of 10,493. The estimated median income in 2013 was \$80,095. The Village owns its own 18 hole golf and country club and provides a full range of municipal services including Police. The Village's web site is www.miamishoresvillage.com

Traversing through our community are several major north/ south thoroughfares that have become increasingly more congested with rush hour traffic. As I-95 backs up more and more commuter traffic uses these north/south thoroughfares to lessen their commute at the expense of the quality of life and safety of our residents. These thoroughfares are State and County roadways over which the Village has no authority over and include:

Biscayne Boulevard

NE 6th Avenue

NE 2nd Avenue

Miami Avenue

NW 2nd Avenue

As traffic backs up on any of the above mentioned minor/arterial roadways traffic races through our residential streets to seek out the path of least resistance on one of the other roadways. In addition some of our roadways experience higher traffic volumes as traffic attempts to circumvent signalized intersections on the above mentioned roadways to avoid red lights. It should also be mentioned that the Village has a Public Elementary school located at NE 103 Street and NE 5th Avenue that adds to the cut through congestion. Commuter traffic cuts through the residential neighborhoods during school pick up and drop off times in an attempt to avoid the school congestion.

Part Two - Scope of Work

1.
 - A. The project consists of familiarizing your firm with the traffic patterns, traffic volume, and traffic speeds of the community including personal observations and traffic counts as necessary. Village staff will be available to provide their input on traffic issues.
 - B. Create a map that identifies any existing speeding and or volume issues.
 - C. Create a map that Identifies opportunities on existing Village streets for traffic calming devices based on analysis of our current traffic volumes and speeds.
 - D. Create a matrix that identifies solutions to the possible combinations of speeding and/or volume problems that may exist on a given residential street.

- E. Create a policy for Village Staff that will function as a tool upon which to select from a number of options to install physical barriers such as “T” tables, speed humps, roundabouts, signage, landscaping, etc. in the event volume and/or speeding through a particular residential street is identified.
- F. Any and all traffic calming solutions recommended must be capable of being approved and permitted by Miami-Dade County Public Works.
- G. Provide engineering drawings of a typical traffic calming device such as a tea table, speed hump, or roundabout for a typical residential street within the Village.

It should also be noted that the Village is currently doing a bicycle and pedestrian safety study to develop bike paths, crosswalks, and safe walk ways for pedestrian traffic. Bidders should familiarize themselves with this study and leverage any recommendations for traffic calming contained within that report into the successful bidder’s traffic calming study.

The Village is also in the process of amending our zoning code to allow liquor sales and restaurants in our downtown business district along NE 2nd Avenue from NE 94 to NE 101 streets. There is a resident concern that there will be increased traffic and speed on the adjacent residential streets leading into the downtown area due to increased commerce within the district. This study should also recommend potential traffic calming solutions specifically designed to protect the surrounding residential community from the business district.

Part Three- Community Engagement and Public Involvement

1. **A.** Promote community engagement and involvement in the Traffic Calming Study process.
- B.** Conduct a minimum of two (2) public meetings to provide for resident input and feedback
- C.** Create a report that summarizes public feedback

A mandatory pre-bid conference will be held at Miami Shores Village Hall, 10050 NE 2nd Ave Miami Shores, Florida on November 20, 2015 at 10:00AM. Only those attending this conference will be allowed to bid on the project.

PART FOUR – SUBMITTAL REQUIREMENTS

1. Respondents shall thoroughly examine and be familiar with the RFQ specifications. Failure of any respondent to receive or examine this document shall in no way relieve any respondent of obligations pertaining to this RFQ or the subsequent contract.
2. Any modifications from the stated terms and conditions can result in the rejection of the response as not being responsive to this RFQ.
3. Delivering the response to the Village on or before the specified date and time will be solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.
4. The response deadline shall be strictly observed. Responses received after this date may not be considered. Such RFQs will be returned to the Respondent unopened.
5. The Village reserves the right to reject the response of any respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the Village, is not in the position to perform properly.
6. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
7. No successful respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the Village, which authorization may be withheld by the Village in its sole discretion.
8. Changes to the RFQ may be made by and at the sole discretion of the Village.

9. Warranties - The respondent, in submission of its response, warrants to the Village that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

10. The Village reserves the right to accept or reject any and all responses, to waive any irregularities or informalities in any response or in the RFQ process, and to accept or reject any items or combination of items. The award will be to the candidate whose response complies with all of the requirements set forth in this RFQ and whose response, in the sole opinion of the Village, is best taking into consideration all aspects of the Respondent's response.

11. In the event that the successful respondent does not execute a contract within a time frame acceptable to the Village, the Village may give notice of intent to negotiate with the next most qualified respondent or to solicit new responses and may proceed to act accordingly.

12. The successful respondent shall comply with all Village "vendor" requirements as well as other Village related ordinances and requirements relative to receiving payment from the Village.

**SWORN STATEMENT UNDER SECTION 287-133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____ for _____.
2. This sworn statement is submitted by _____
(Name of entity submitting sworn statement)
Whose business address is _____
and (if applicable) its Federal Employee Identification Number (FEIN) is _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “Public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133 (1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)
Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
who, after first being sworn by me, affixed his/her signature in the space provided above on this
_____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____